



City of Niagara Falls **POSITION VACANCY**

Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!

Call Number:	2025 - 30
Position:	Community Recreation Coordinator
Type of Vacancy:	Permanent
Work Schedule:	35-hour work week includes some evenings and weekends
Location:	MacBain Community Centre (7150 Montrose Road)
Salary/Wage Range:	\$78,738 to \$98,423 per year plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	May 6, 2025
Closing Date:	May 27, 2025 at 4:00 pm

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume to www.niagarafalls.ca/jobs Applications must be submitted online and will be accepted until **4:00 pm on May 27, 2025.**

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest; however, only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS
POSITION DESCRIPTION

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE:

Community Recreation Coordinator

POSITION SUMMARY:

Responsible for promoting the importance of recreation and for the delivery of programs and special events to foster a healthy and vibrant community.

DEPARTMENT / DIVISION:

Recreation and Culture

RESPONSIBLE TO:

Manager of Recreation and Programs

SUPERVISES:

Contingent, part-time staff and volunteers

RESPONSIBLE FOR:

1. Identify, develop, facilitate, encourage, and promote recreational programs and community-wide opportunities for individuals of all ages — from preschoolers to older adults.
2. Coordinate and work in partnership with community associations, recreation agencies, sport organizations, and cultural groups in utilizing the Department's services and City facilities.
3. Coordinate and assist with city wide recreation and special events, including sponsorship development and revenue generation.
4. Receive, input and coordinate city special event requests. Coordinate seasonal Special Event Request meetings.
5. Enforce all special event requirements – insurance, permits, Council approvals, health inspections etc.
6. Develop, prepare and monitor section budgets.
7. Assist with the preparation of promotional materials including updating website pages with applicable information.
8. Serve as a staff liaison on various committees, special task forces, City or partners.
9. Recruit, train, supervisor and recognize part-time employee, students and volunteers.
10. Develop, encourage and promote community health and wellness.
11. Act as primary point of contact for arena users, community soccer, baseball, softball, track and cricket users, in the allocation of indoor and outdoor facilities.
12. Liaise with sporting groups and negotiate appropriate agreements.
13. Maintain statistical information on usage that will aid in the decision making of future fees, policy changes and resource allocation in recreation facilities and on active sports fields and public open space.
14. Administer systems and manage seasonal allocation processes and affiliations in a manner which ensures that all timelines are met, and that all sporting clubs provide all relevant indemnity, and playing status information.

POSITION REQUIREMENTS:

- Minimum is a college diploma in Recreation, Special Events or related field.
- At least three (3) years related experience.
- Experience with programming for children and youth, event planning and working with volunteers/committees.
- First Aid and CPR.
- High Five.
- Valid Class "G" drivers license.