

Woolwich Township Job Posting



Date: March 12, 2025
Position: Community Programs & Inclusion Coordinator
Positions Available: One (1) permanent Full Time

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Recreation & Community Services is seeking one (1) permanent full-time Community Programs & Inclusion Coordinator.

Purpose of the Position and Profile:

The Community Programs & Inclusion Coordinator is responsible for the oversight, implementation, supervision & evaluation of all recreation programming, including direct, community-assisted and special events. The position will assist with the promotion of all departmental advertising including, marketing, social media and promotional support, and will provide direction with the development and implementation of a departmental inclusion and volunteer service plan.

Responsibilities:

- Responsible for the planning, development, staffing, implementation, supervision and evaluation of recreation programs including, but not limited to day camps, fitness, active living, and general interest programs
- Works collaboratively with the Aquatic & Fitness Coordinators on the development of new recreation programs
- Fosters and supports existing and emerging community groups and agencies using a community development approach
- Assists with the planning and delivery of community focused events and programs in partnership with affiliated groups and other community program providers
- Assist with the promotion, and marketing, of programs, events, and facilities through various social media and print outlets
- Assists with the development and implementation of a departmental inclusion services plan including management of PAL cards, Affordable access, and inclusion services for childrens' programs
- Assists in the management of financial, human, and physical resources of the department in alignment with the organizational business plan and the Township Strategic Plan
- Ensures an environment that provides exceptional customer service
- Ensures staff work safely according to the requirements of the Township and the Occupational Health and Safety Act, to improve safety standards and risk management
- Other duties as assigned

Qualifications, Knowledge, Skills, and Work Requirements:

- Degree or Diploma in Recreation and Leisure Studies or related discipline
- Minimum of three years' experience in recreation programming, event management, and inclusion/accessibility support
- Demonstrated knowledge and experience in all areas of program service delivery
- Knowledge and experience in community development

- Current Standard First Aid / CPR C
- Demonstrated leadership, interpersonal, staff training and development skills
- Ability to generate creative and innovative revenue opportunities through recreation programming
- Strong understanding of recreational issues, trends and policy development
- Understanding of AODA legislation and inclusion / access as it applies to recreation
- Team player with strong organizational, communication, report writing, presentation, problem solving and conflict resolution skills
- Excellent working knowledge of MSOffice, DayForce, and ActiveNet, Hootsuite & design software, as well as various social media platforms including; Facebook & Instagram
- Ability to multi-task in a fast-paced environment
- Ability to organize work and set own priorities
- Ability to deal with verbal and written complaints appropriately
- Valid Class G drivers license

This position offers a comprehensive benefit package and an annual salary range of \$63,147.00 to \$78,934.00.

Please note that this position requires in-office presence. Typical office hours are Monday to Friday, 8:30 am to 4:30 pm, flexible hours of work with the ability to work evenings and weekends, as required.

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on Wednesday, March 26, 2025. Please quote job posting 2025-22.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted. External applicants will be considered after the internal process has been completed.

Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.