



**TOWN OF INUVIK**  
*Northwest Territories*

## **Job Description**

# Recreation Coordinator

## **IDENTIFICATION**

**Job Title:** Recreation Coordinator

**Reports to:** Director of Parks, Recreation & Leisure

**Job Status:** Full Time

## **OVERVIEW**

The Recreation Coordinator reports to the Director of Parks, Recreation & Leisure and is responsible for planning, developing, and delivering a wide range of recreation programs and events for the Town of Inuvik. This position plays a key role in coordinating community-based activities, supporting volunteer development, and promoting active living and wellness.

The Recreation Coordinator works closely with staff, volunteers, and community organizations to ensure that programs meet the diverse needs of residents and helps foster leadership and participation throughout the community.

## **RESPONSIBILITIES**

### **Program and Event Coordination**

- Plan, coordinate, and deliver a wide range of community programs, events, and seasonal activities for diverse age groups and interests.
- Develop and implement new program ideas aligned with the Recreation Master Plan, annual strategic goals, community feedback, and emerging trends.
- Lead planning and delivery of the Summer Day Camp program, including curriculum design, staff supervision, scheduling, and parent communication.
- Promote active living and wellness through inclusive, engaging recreation programming.
- Monitor program attendance and participant satisfaction and recommend improvements based on evaluation and feedback.

### **Community Engagement and Support**

- Foster strong relationships with local community groups, schools, and partner organizations to enhance recreation services and reach.
- Support and mentor local volunteers involved in Town-led or partnered events and programs.
- Assist in organizing and delivering training workshops for volunteers and part-time staff.
- Attend Recreation and Parks Advisory Committee meetings and other community engagement sessions as required.
- Be available for on-call support related to recreation programs, events, and urgent facility-related needs.

### **Communication**

- Develop and manage public-facing communications related to recreation programs, including digital signage, bulletin boards, newsletters, and the Town's online platforms.
- Promote Town events and services using print, social media, and other outreach methods to maximize community awareness and participation.
- Contribute to the development of promotional strategies and materials for major community events.

**Administration and Reporting**

- Maintain records and statistics related to facility usage, program registration, and event participation.
- Assist with facility bookings, scheduling, billing, and coordination of external rentals (e.g., yoga, dance, and private events).
- Draft and manage rental agreements, ensuring compliance with facility use policies and safety requirements.
- Supervise and schedule front desk and program support staff as needed.
- Support preparation of reports and recommendations related to programming, usage trends, and community feedback.

**Financial and Operational Support**

- Assist in developing program budgets, tracking expenditures, and managing supplies for events and recreational programs.
- Monitor inventory of program materials and ensure equipment and supplies are ordered and maintained appropriately.
- Ensure programs operate within approved budgets and identify opportunities for efficiencies or grants.

**Risk Management and Safety**

- Ensure all programs and events comply with Town safety protocols, insurance requirements, and risk mitigation practices.
- Assist in the development and communication of emergency procedures for camps, events, and recreational programming.
- Ensure staff and volunteers are trained in basic safety, including First Aid, as appropriate for their roles.

**Other Duties**

- Perform other related duties as required that align with the major responsibilities of the position.

**DIMENSIONS**

**Budget:** Approx. \$ 100,000.00

**Staff:** Approx. 8 staff and up to 20 volunteers at events

**KNOWLEDGE, SKILLS, AND ABILITIES**

The successful candidate should demonstrate the following:

**Knowledge and Qualifications**

- Experience in planning, delivering, and evaluating recreation programs and special events.
- Understanding of staff supervision, team coordination, and employee motivation principles.
- Working knowledge of community-based recreation practices and public engagement.
- Post-secondary education in recreation, physical education, sports administration, or a related field (degree or diploma).
- Certification in Standard First Aid and CPR (or willingness to obtain).
- Valid Class 5 driver's license.

- Knowledge of territorial or municipal recreation frameworks.
- Familiarity with recreation software or digital scheduling tools

**Skills and Abilities**

- Strong communication skills, both verbal and written.
- Excellent organizational and time-management abilities.
- Ability to manage multiple tasks and deadlines effectively.
- Demonstrated cross-cultural awareness and sensitivity.
- Ability to work collaboratively in a diverse, cross-cultural environment.
- Comfortable working independently and as part of a team.

**WORKING CONDITIONS****Physical Demands**

The position occasionally requires lifting and carrying moderately heavy objects, such as boxes of supplies or tables and chairs for events and programs. Physical effort may also be required for setup and teardown during special events or camps. Prolonged periods of computer use may result in muscle tension or eye strain. The role may also involve moving or maintaining fitness facility equipment, which can be physically demanding and may pose a minor risk of strain or injury.

**Environmental Conditions**

Most work is performed in an indoor office or recreation facility environment with limited exposure to harsh conditions. Occasional outdoor work may be required to monitor playgrounds, parks, or camp activities, particularly during summer programs or community events.

**Sensory Demands**

Extended screen time and data entry may require sustained visual focus and concentration, which can result in sensory fatigue. Attention to detail is essential during scheduling, communications, and program planning tasks.

**Mental Demands**

The role involves responsibility for the safety and engagement of participants. Additional stressors may arise from managing staff concerns, addressing parental expectations, and balancing multiple program deadlines. Emotional resilience and time management are important for success in this position.

I certify that I have read and understand the responsibilities assigned to this position.

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Employee's Printed Name

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Employee's Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.