



Selwyn Township Job Description

Position: Recreation Services Coordinator	Page: 1 of 3
Reports To: Manager of Recreation Services	Date: October 2025
This Job Description is: ☒ New ☐ Existing ☐ Revised	

Job Summary:

Reporting to the Manager of Recreation Services, provides administrative support for the Recreation Services department including administration of campground/ marina operations, sponsorship and advertising and facility utilization for the Recreation Department. Supports Township Special Events and community groups that provide programming.

Duties and Responsibilities:

1. Responsible for managing rental agreements, waitlist management, merchandising, promotions & marketing, inquires, etc. to ensure the efficient operation of the Lakefield Campground and Lakefield Marina.
2. Acts as the main point of contact for seasonal camper compliance requests for sheds and decks and in cooperation with the Recreation Facilities Supervisor manages complaints from marina and campground users, escalating issues to the Manager of Recreation Services as required.
3. Assists the Recreation Facilities Supervisor to ensure the effective scheduling of employees, for Lakefield Marina and Lakefield Campground and other applicable parklands and recreation facilities.
4. As the Township representative, provides support to Township Festival committees by coordinating annual budget requests, tracking expenses and revenues, sponsors, vendors, volunteers, activities, and general support as required.
5. Assists the Recreation Facilities Supervisor with the coordination of the operation of bar rentals at municipal facilities, including the purchasing and maintenance of inventory records and reports for the Manager of Recreation Services and ensuring servers are properly qualified and trained.
6. Assists with the coordination, promotion and expansion of the sponsorship and advertising programs, including Corporate Sponsors, for the Recreation Services Department, including events.
7. Develop and deliver, in collaboration with appropriate staff, user groups and organizations new programming opportunities. Assess and consider feasibility of these programs and any other emerging opportunities.

Township of Selwyn Job Description	
Position: Recreation Services Coordinator	Page: 2 of 3

Duties and Responsibilities: (Cont'd)

8. Act as a resource and identify opportunities for community groups/emerging groups, to provide resources and support, and offer recommendations about community programming opportunities and to maximize facility use.
9. As the Township representative, support various volunteer committees that deliver community festivals, special events, programs, beautification, trail activities, etc.
10. In collaboration with the Communications and Marketing Coordinator, implement and maintain engaging written, graphic and other multi-media materials/content to promote recreational programs, services and facilities.
11. Assists the Manager of Recreation Services with administrative, policy and project requirements of the department.
12. Attends meetings, prepares reports and maintains records as required.
13. Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
14. Responsible for adhering to the Occupational Health & Safety Act and the Municipal Health and Safety Policy.
15. Performs other duties and carries out special projects, as assigned.

Supervision:

This position acts as Team Leader and directs the work of part-time/seasonal staff as assigned.

Contacts:

Internal: With the Manager of Recreation Services, Recreation Facilities Supervisor, and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With facility patrons, various event organizers, businesses and corporate partners, volunteers that support committees, sports and recreation organizations, associations, providers and other programmers for the purpose of delivering excellent recreation services, sponsorships and programs.

With the general public to provide information, ensuring polite and tactful relations.

Township of Selwyn Job Description	
Position: Recreation Services Coordinator	Page: 3 of 3

Working Conditions:

Exposure to normal office environment. Visual and mental concentration with respect to detail and visual display terminal.

Regularly required to attend meetings and special events outside of normal office hours.

Occasionally required to travel within the Township.

Job Knowledge:

Post secondary education or equivalent in a related field with three years' related business, customer service or municipal experience. Candidates holding a Recreation and Leisure Services diploma or equivalent considered an asset.

Demonstrated knowledge of recreation programming, services and events.

Experience in working with and supporting volunteer organizations.

Excellent organizational, verbal and written communications skills, with the proven ability to write succinct reports.

Proven effective customer service skills.

Excellent Microsoft Office computer skills (Power Point, Word and Excel)

Must possess a valid "G" driver's license.

Key Competencies:

- Accountability
- Communication
- Critical Thinking
- Customer Focus
- Organization and Planning
- Service Orientation
- Teamwork and Cooperation