



Community Recreation Administrator

Working in the Community & Corporate Services Department in the area of Community Economic Development, this position will report to the Manager of Community Economic Development.

This is a full-time position, 35 hours per week.

Responsibilities Include:

- Be the first point of contact for patrons of our sports and event facilities
- Scheduling and booking of sports facilities, program registration, administration, hospitality and tourism support
- Provide administrative support for program development while providing solutions for balancing cost recovery fees with benefits to the community
- Develop, plan and facilitate programs and produce positive results in youth, seniors' and adult activities
- Prepare daily/monthly financial reports

Qualifications:

- 2- or 3-year College or University diploma or degree
- Diploma or experience in at least one area of study: recreation, education, youth studies, community social work, tourism, hospitality, human ecology, or another related field.
- Minimum two years with previous customer service and cashiering experience
- Proficient with computer software applications, (i.e., Excel, Word, Outlook, etc.)

Salary Range:

- \$51,460 - \$60,202 per year, 35 hours/week

Interested applicants should forward a resume and cover letter marked: Community Economic Development File #28-2023, no later than noon, November 3, 2023 to: hr@greaternapanee.com

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants should make their needs known in advance.

We accept all resumes, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. We are an Equal Opportunity Employer.