

Township of Southgate

Job Description

Date of Update: April 2026	Recreation Programming & Administration Support
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Section A: Position Description

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Recreation Programming & Administrative Support	Supervisor's Job Title: Recreation Manager
Standard hours of work per week: 40 hours per week including daytime, evenings and weekends.	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Locations of Position: Dundalk Arena & all other Southgate recreational facilities	Department/Division: Recreation
Employment Status: Full time hourly position	Pay Band: 12

2) Scope of Position (A maximum of three sentences.)

Under the direction of the Recreation Manager, the Recreation Programming & Administration Support will assist and support the Recreation Programming Coordinator with the planning, coordination, delivery, evaluation implementation and supervision of recreation programs throughout Southgate. This position plays a key role in the on-site facilitation of recreation programming, liaising with instructors and volunteers, and delivering both registered and drop-in programs for children, youth, adults and seniors. This position will assist residents with recreation program registration and facility bookings using recreation booking software.

Key Responsibilities	Tasks	Percent of Time
Programming	- Research and assist with the development of programs to better optimize facility usage. - Assist with the planning, implementation and delivery programs. - Facilitate and supervise programs to ensure quality and safety. - Evaluate program quality, by soliciting and analyzing feedback from participants, parents, and community residents.	70%
Administration Support	- Provides administrative support to department. - Assist residents with recreation program registration and facility bookings. - Maintain recreation booking software. - Researches information and data related to a range of departmental projects. - Takes payments for recreation programs and facility bookings.	15%
Operations	- Ensure effective day-to-day operation and function of the facilities, including related grounds, are in accordance with approved policies and procedures. - Maintain safe and secure procedures. - Maintain cleanliness of facilities. - Ensure all entrances and exist are kept clear of obstructions.	15%
Other	- Performs all other duties as assigned by Supervisor. - Represents the Municipality when performing day-to-day duties (i.e. contact with public). - Be responsible to work in compliance with the Occupational Health and Safety Act and Regulations, municipal health and safety and workplace violence policy and procedures as well as industry guidelines. - Basic knowledge of WHMIS, and the Municipal Freedom of Information and Protection of Privacy Act.	

Section B: Skills

1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
☒ High School	
☐ Vocational School	
☒ Community College	Recreation and Leisure course or similar an asset.
☐ University Degree	
☐ Individual Courses	
License or Professional Designation - Valid G Class Driver's Licence. Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars? ☒ Yes ☐ No Discuss: - Required to attend training. - Recreation and Programming qualifications recommended	

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
- Specific operations of Southgate facilities	6 months
- Recreation software	2 months
- WHMIS, Health and Safety	Immediately
- Working with vulnerable sector	Immediately

3) Work Experience

Experience	Minimum Years Required
- Administrative skills	2 years
- Recreation Programming	2 years
- Working with children & youth	2 years

4) Other Key Skills:

- Ability to work with children and youth. - Computer skills. - Good communication and interpersonal skills.
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5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.) Co-workers (other dept.) Supervisor (my dept.) Supervisor (other dept.) Depart. Head (my dept.) Depart. Head (other dept.) Staff in other municipalities Administrators	Frequently Occasionally Frequently N/A Occasionally Occasionally Occasionally Occasionally		
External Contacts	Frequency	Purpose	Method
Ratepayers Children/Students Seniors Supplier General Public (Not residence) Business representatives Consultants, Engineers, Planners, etc. Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers Groups	Continuously Continuously Occasionally N/A Frequently N/A N/A N/A N/A Occasionally N/A N/A Occasionally N/A N/A Occasionally		
Interpersonal skills: Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; resolving minor conflicts; identifying needs.			

6) **Decision Making**

- Responsible for decisions concerning daily activities.
- Risk management.

7) **Problem Solving Responsibilities**

- Minor repairs to equipment and facilities.
- Program disputes and control.
- Identify problems and relay to supervisor.

8) **Equipment & Technology Utilized**

- Computer.
- Programming registration and reporting software.

Section C: Responsibility

1) Program Delivery

- Support delivery of recreational programs.

2) Impact and Accountabilities

Work performed contributes to the safety of users and the general public.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
N/A	
Indirect Subordinates – Job Titles	Number of Staff
N/A	
Provides training/instruction to others – Job Titles	Number of Staff
- Program volunteers	Varies

4) Material and Information Resources

Maintain accurate information, data and files that could be sensitive.

5) Financial Resources

Handle monies from users.

Section D: Working Conditions

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting		x			
Standing			x		
Noise Exposure					x

Adverse Temperature				X	
Pushing/Pulling			X		
Lifting/Carrying			X		
Dust				X	
Odors				X	
Other (Specify) Physical Aspects Chemicals				X	

2) Health & Safety Hazards

- Conflict could occur.
- Injury from program activity.

Health and Safety Responsibilities

- Ensure safe conditions are present to avoid harm to facility and program users.
- Personal protective equipment is used and functional.
- Violence and Harassment / Vulnerable Sector.

3) Travel

Travels within Township. May travel outside of Township to attend training.

4) Driving

- Pickup truck.

5) Mental Environment

- Frequently dealing with general public utilizing the facilities and programs.

Section E: Effort

1) Mental Effort

- Constant awareness of changing situations.

- Supervision of Children

2) Physical Effort

- Physically capable of lifting, climbing, walking on ice, shoveling snow, cleaning of building.
- Participating in Program activities.

Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____