



JOB DESCRIPTION

POSITION TITLE: Recreation & Facilities Coordinator (New Position)

REPORTS TO: Chief Administrative Officer

CATEGORY: FULL TIME PERMANENT (37.5 hours per week)

WAGE: \$32.22/hr - \$37.70/hr

LOCATION: Centreville, In Person

POSTING DATE: July 27, 2026

CLOSING DATE: August 9, 2026

UPDATED: 2026

POSITION SUMMARY:

The Recreation & Facilities Coordinator is responsible for supporting the delivery of recreation programming, managing municipal facility bookings, and supporting facility improvement initiatives for the Township of Stone Mills. Serving as a key point of contact for community groups, organizations, and residents, this position ensures Township facilities (including the arena, community halls, and sports fields) are accessible, well-utilized, and maintained to a standard that meets community needs. This role contributes to the Township's commitment to building a healthy, active, and engaged community through the coordination of quality recreational opportunities and fiscally responsible facility management. This position is offered on a full-time basis. The Township may consider a part-time work arrangement for the right candidate, subject to operational requirements and mutual agreement.

MINIMUM QUALIFICATIONS:

Education:

- Post-secondary diploma or degree in Recreation and Leisure Studies, Facilities Management, Business Administration, or a related field, or an equivalent combination of education and relevant experience.

Experience:

- Preferred 2 years of relevant experience in recreation programming, facility operations, or a related municipal or community services environment
- Demonstrated experience coordinating programs or projects involving multiple stakeholders or user groups
- Experience working with booking systems, databases, or administrative platforms

Licenses & Certifications:

- Valid Ontario Class 'G' Driver's License in good standing.
- WHMIS certification is an asset; willingness to obtain is required.

SPECIFIC SKILLS, ABILITIES AND KNOWLEDGE:

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Knowledge of recreation programming principles and community facility operations
- Familiarity with applicable Ontario legislation including the Occupational Health and Safety Act and AODA requirements
- Strong organizational and time management skills with the ability to manage multiple priorities simultaneously
- Effective written and verbal communication skills; ability to liaise professionally with community groups, staff, contractors, and the public
- Proficiency with Microsoft Office Suite and experience with facility booking or recreation management software platforms
- Ability to work independently with minimal supervision and exercise sound judgement
- Strong problem-solving skills with the ability to navigate competing priorities and stakeholder interests
- Strong written and verbal communication skills
- Strong organizational skills and attention to detail

Additional Assets:

- Project Management certification or training
- Experience with capital improvement projects
- Familiarity with municipal budget processes and sponsorship program development
- First Aid/CPR certification; CAN/CSA Z614 Playground Standards (Part 1 & 2)

KEY RESPONSIBILITIES AND DUTIES:

Recreation Programming Support & Facilitation (30%) – Support the development and delivery of recreational programs for Township residents. Act as a liaison for community groups and organizations using Township facilities. Administer

schedules, logistics, and contracted services to ensure programming is accessible and responsive.

Facility Booking Administration & External Group Administration (25%) – Administer the Township's facility booking platform and serve as the primary point of contact for user groups and residents requesting facility access. Review, update, and implement booking policies to ensure consistent, fair, and efficient use of municipal assets.

Capital Facility Improvement Administration (20%) – In support of the facilities management activities support capital improvement projects related to Township recreational facilities. Liaise with staff, contractors, and Council; assists in tracking project timelines and budgets; ensure improvements align with community needs and Township priorities.

Sponsorship Development & Community Partnerships (10%) – Research, develop, and maintain sponsorship opportunities supporting Township facilities and programs. Prepare proposals, track agreements, and build relationships with local businesses and community partners.

Policy, Reporting & General Administration (5%) – Prepare reports, maintain records, support policy development related to recreation and facilities, and provide updates to Council or senior staff as required.

Other duties as assigned.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

WORKING RELATIONSHIPS:

Internal:

- Township Staff & Supervisor (Frequent) – Day-to-day collaboration, project updates, operational administration, and reporting
- Other Municipal Departments (Regular) – Coordination on shared facilities, administrative processes, and policy matters
- Township Council (Occasional) – Presenting reports and updates on facilities, programming, and capital projects

External:

- Community Groups & User Organizations (Frequent) – Facility booking administration, programming support, policy guidance, and issue resolution
- General Public & Residents (Frequent) – Responding to booking and program inquiries and providing information on Township facilities and services
- Contractors & Vendors (Regular) – Supporting capital improvement projects, obtaining quotes, and monitoring work progress

- Local Businesses & Sponsors (Regular) – Developing and maintaining sponsorship relationships and partnership agreements

WORKING CONDITIONS:

Hours of Work:

The majority of work is performed during regular business hours (Monday to Friday). Occasional evening and/or weekend availability may be required for community meetings, user group discussions, Council presentations, or facility check-ins.

Work Environment:

- Primarily office-based with occasional outdoor site visits for facility walkthroughs and capital project inspections
- Frequent interruptions due to the community-facing nature of the role (phone/email inquiries from the public and user groups)
- Occasional interaction with irate or difficult clients in the context of booking disputes or facility complaints, handled professionally within established policy

Physical Requirements:

- Predominantly sedentary/office-based; regular standing and walking during site visits and meetings
- Occasional vehicle operation when travelling between Township facilities
- Occasional lifting of up to 10 kg (files, promotional materials, minor supplies)
- Occasional PPE requirements (safety vest, hard hat) when attending active construction or capital improvement sites

Hazards:

- Occasional exposure to noise, dust, and disagreeable weather conditions during facility site visits and outdoor inspections

HOURS OF WORK:

- Normal hours of work are Monday to Friday (37.5 hours/week);
- Normal Office Hours are Monday: 8:30am - 6:00pm, Tues-Thursday: 8:30am - 4:30pm, Friday: 8:30am - 12:30pm
- Overtime potential is low. Where applicable, overtime will be calculated and banked in accordance with Township policy.

The Township offers a comprehensive benefits package and participation in the OMERS pension plan. Interested candidates are requested to submit a cover letter and resume by 11:59 PM, Sunday, August 9, 2026, with a cover letter clearly marked "**Recreation & Facilities Coordinator**":

Please send to:

Township of Stone Mills
Jason White, CAO
4504 County Rd 4
Centreville, Ontario
K0K 1N0
Email: careers@stonemills.com

[Careers | Township of Stone Mills](#)

We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.

The Township of Stone Mills is an equal opportunity employer committed to inclusive barrier-free recruitment and selection process. If you require this document or correspondence in an alternate format, please contact the above noted contact for accommodation.