

Job title	<i>Maintenance and Program Coordinator</i>
Regular Working Hours	<i>Monday – Friday, hours vary; 32.5-40hrs/wk</i>
Reports to	<i>Recreation Director/Coordinator & Arena Manager</i>
Employment Dates	<i>June 16 – August 23, 2025</i>
Rate of Pay	<i>\$15.00-16.00/hr based on experience</i>

Job purpose

The Maintenance and Program Coordinator supports the Recreation Coordinator and Arena Manager in maintaining facilities, coordinating field bookings, and developing recreational programming. This role involves routine maintenance of recreation facilities, ensuring safety standards, and fostering community engagement through summer sports leagues and other recreational initiatives.

Duties and responsibilities

Facility and Field Maintenance:

- Perform routine maintenance of outdoor recreational facilities and playing fields, including mowing, garbage removal, and maintaining baseball fields and restroom facilities.
- Support off-season maintenance and repairs at the Glooscap District Arena, including cleaning and painting.
- Ensure the safety, cleanliness, and overall appearance of all arena and outdoor facilities maintained by Canning Recreation.

Program and Field Coordination:

- Manage bookings for playing fields and other recreation spaces.
- Promote the availability of facilities through community outreach and programming initiatives.
- Develop and post emergency procedures for all recreational playing fields and surfaces.

Safety and Reporting:

- Inspect facilities and equipment regularly, documenting maintenance and repair needs in daily reports.
- Ensure compliance with all health and safety policies and procedures.

Program Support:

- Assist the Recreation Coordinator and summer staff in planning and executing Canning Recreation events.
- Participate in day camps and assist with supervision to maintain camper-to-leader ratios, as needed.
- Accompany and supervise participants on day trips as part of activity camp programming.

End-of-Term Reporting:

- Submit a detailed report to the Recreation Coordinator summarizing skills developed, experiences gained, and recommendations for future improvements.

Qualifications

- Strong organizational and communication skills.
- Ability to perform hands-on maintenance tasks and work in outdoor settings.
- Knowledge of health and safety practices.
- Experience in program coordination or recreational sports is an asset.

Requirements

- Must be between the ages of 15 – 30
- First aid/CPR certification*
- Reliable transportation

*training will be provided in the instance that successful candidate does not currently hold certification

Working conditions

Although regular working hours are Monday – Friday 9:00am-4:00pm, the maintenance and program coordinator will work varied hours through the week and weekends to facilitate booking and program initiatives. Some work will be performed in an outdoor environment and as a result, the maintenance and program coordinator will be required to work flexible hours where required due to weather restrictions, etc. Maintenance and program coordinator will be required to work on Canada Day and occasional evening(s)/weekend(s) if events fall outside regular Monday-Friday working hours.

Physical requirements

This job will be strenuous and physically demanding, may involve heavy lifting at times, although frequent rest periods are encouraged to offset demands of job.