



INTERNAL JOB POSTING PR-26-09

Parks & Recreation Department

Recreation and Community Tourism Coordinator

Date Posted: May 29, 2026

Job Type: Full-Time, Permanent

Current Job Description Applies CUPE LOCAL 3045

Rate of Pay: \$38.52/hr

GENERAL

- Responsible for planning and promotion of tourism and recreation opportunities while strengthening community visibility.
- The Coordinator will work to enhance resident engagement, participation, and inclusion through the development and delivery of recreation programs and initiatives.

ELIGIBILITY REQUIREMENTS

- Minimum of Grade 12
- Must possess a valid Class G driver's license
- Employment is conditional upon Vulnerable Sector Police Records Search clearance
- Diploma/Certificate in recreation, human resources, or equivalent education/training is preferred.
- Post-secondary education in related field of work, or equivalent experience is an asset.
- Computer skills, proficient in Microsoft Office, Word and Excel.
- First Aid/CPR

REPORTING RELATIONSHIP

- Reports to the Manager of Parks and Recreation

DUTIES AND RESPONSIBILITIES

- Design, develop and implement a recreation and community programming plan that meets the communities needs as outlined in the Recreation and Playground Master Plan.
- Plans, maintains, coordinates, promotes and evaluates current programs, services and events for the Municipality. Including, but not limited to sports programs, specialized sports skills training and community events and activities.
- Develop and maintain a program to recruit, train and recognize volunteers in the administration of sports and recreation activities. Provide guidance and support to volunteers as required to ensure the effective recreation program delivery.
- Establish and ensure working relationships with local Tourist Operators

WORKING CONDITIONS AND HOURS OF WORK

- 7 hours per day, 35 hours per week, Monday to Friday 8:30 a.m. to 4:30 p.m.
- Evening and weekend shifts may be required.
- Required to travel to all parts of the Municipality in all seasons

A detailed job description is available upon request

Applicants must apply in writing by no later than 4:30 p.m. on June 4, 2026 to:

Al Gordon, Director of Human Resources
Municipality of Greenstone Administration Office
PO Box 70, 1800 Main Street, Geraldton ON, POT1M0

Email: al.gordon@greenstone.ca
Fax: (807) 854-1947

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

