



Administrative Coordinator - Recreation

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our Town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for a highly motivated and organized professional to make a contribution in the Community Services Department.

Reporting to the Manager of Recreation & Client Services, the successful candidate will be responsible for administrative coordination at the Leisure Centre which includes program registration, program revenue, membership registration and revenue, refunds, credits and financial reconciliation. The role will oversee the Customer Service Representatives which includes scheduling staff, performance management and recruitment. The individual will respond to inquiries and complaints; perform monthly monitoring/tracking of all office expenditures and Leisure Centre revenues; oversee department record management function; compiles, verifies and maintains records for all daily bank reconciliations, and prepares deposits and exports funds to Finance Department and bank. The role acts as the main administrator of the recreation software system; provides support to staff including posting adjustments, overrides and system maintenance; and trains staff and provide ongoing support on software usage and provide ongoing program update training.

The successful candidate will have completed post secondary education in a business program, office administration or related discipline. The individual will have significant experience in progressively more responsible administrative capacities with preference given to those who have previous Municipal or public service experience. Candidates will have demonstrated computer literacy utilizing Microsoft Office Suite, registration databases and preference given to those with experience in Active Net. Thorough working knowledge of administrative process and protocol, records management practices, research resource practices, budgeting and customer/public relations principles in a service-excellence environment would be considered an asset. Candidates must be able to promote a culture of inclusiveness and work with a diverse population of employees and the general public. The successful candidate will have availability to accommodate deadlines, meeting/event attendance and/or peak period workloads that may extend beyond the normal workday or occur on evenings/weekends, as may be required. In addition, a criminal record check will be required upon hire and candidates must be able to provide proof confirming receipt of the full series of a Covid-19 vaccine as a condition of hire in accordance with the Town's mandatory vaccination policy.

The position offers a salary range of \$55,644 to \$69,555 (2022 rates) plus a competitive benefit package and an option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to forward their resume and covering letter in confidence, quoting file number **2022-AC11** by December 2, 2022 to:

Town of Bradford West Gwillimbury, Human Resources Department
125 Simcoe Road, P.O. Box 160, Bradford, Ontario L3Z 2A8
Fax: 905 775-8633 or email hr@townofbwg.com

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.