

# The Township of Huron-Kinloss

## POSITION DESCRIPTION

Position Title: Administrative Assistant, Program Co-ordinator			
Reports to:	Director of Community Services	Last Revision Date	February 2018
Department:	Community Services	Positions Supervised:	None
Position Status:	Full Time	Job Grade:	
Nature and Scope of Position: The administrative assistant will act as a support person to the Director of Community Services and other staff as required. They will coordinate current and new recreation programs and events.			
Key Result Areas	Major Responsibilities		Success Indicators
Delivery of Programs and Services	<ul style="list-style-type: none"> <li>Coordinates rentals of Huron-Kinloss facilities, including rental agreements and booking procedure.</li> <li>Assists with administering the community programs, minor sports, and public skating.</li> <li>Maintains minor sports schedules.</li> <li>Coordinates payment for coaches, umpires and referees.</li> <li>Maintains inventory of sports equipment and uniforms with the equipment managers.</li> <li>Organizes events such as Winter Carnival, Food Art and Craft Festival, 3 on 3 hockey tournament</li> </ul>		<ul style="list-style-type: none"> <li>Accurate rental agreements, current billings, and satisfied patrons</li> <li>Minor sports meeting minutes are current and accurate on the website, and presented to council</li> <li>Safe and efficient sports and</li> </ul>

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	<ul style="list-style-type: none"> <li>• Provides support with organizing special events; Lighthouse Festival and BBFG Harvest Dinner</li> <li>• Responsible for the development of new recreation programming and events</li> <li>• Responsible for the development of brochures and flyers</li> <li>• Responsible for maintaining the Recreation website including revisions and updates to ice scheduling, recreation, parks, trails, facilities &amp; lakeshore.</li> <li>• Monitors conditions and response to conditions along shoreline; creates algae accumulation reports.</li> <li>• Responsible for the maintenance of the Ripley Cemetery records (software program)</li> <li>• Assists the Cemetery operator with history records, mapping and other administrative tasks.</li> <li>• Administers the fitness program and the day camp program; including interviewing, hiring and scheduling casual staff.</li> </ul>	<p>community programs</p> <ul style="list-style-type: none"> <li>• Coaches, umpires and referees are paid on time.</li> <li>• Events run efficiently and with minimal complaints.</li> <li>• Informative, and seasonally accurate information in print and digital formats</li> <li>• Responds to and records algae conditions in accordance with the policy.</li> <li>• Cemetery records are entered and maintained accurately</li> <li>• Fitness programs/day camp enrollments increase; receive positive feedback</li> </ul>
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<p>Administrative</p>	<ul style="list-style-type: none"> <li>● Assists Treasury with the reconciliation of monthly receipts, bank deposits, accounts receivable and basic book keeping duties</li> <li>● Maintains and balances a petty cash float.</li> <li>● Prepares and places orders for supplies, as required, from approved suppliers, and maintains inventory control.</li> <li>● Tracks energy usage and records in LAS software.</li> <li>● Maintains a variety of documents and reports; e.g., policy and procedures binder.</li> <li>● Creates and enters all recreation programming and minor sports registration into Keystone software.</li> <li>● Solicits and tracks advertising rentals and assists Treasury in reconciling, invoicing and remittance.</li> <li>● Solicits sponsorships for public skating and creates sponsorship calendar and advertising.</li> <li>● Performs a variety of stenographic and typing tasks; correspondence, memoranda, reports, etc; many typing assignments are lengthy, some are extremely sensitive and confidential.</li> </ul>	<ul style="list-style-type: none"> <li>● Current and balanced accounts</li> <li>● Accurate and current information recorded</li> <li>● Sufficient supplies and equipment for sporting programs.</li> <li>● Current and accurate manuals, binders and keystone is up to date</li> <li>● Supply of souvenirs are monitored and maintained.</li> <li>● Accurate reports, etc. with correct format, spelling and grammar</li> <li>● No breaches of confidentiality</li> </ul>
<p>Team Work</p>	<ul style="list-style-type: none"> <li>● Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage.</li> <li>● Provides support and back up to other staff in department as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>● Adheres to corporate and departmental policies and procedures.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Assists in establishing, maintaining and achieving goals, objectives and work plans.</li> <li>• Remains current on and adheres to corporate and departmental policies and procedures.</li> <li>• Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful completion of WHMIS and Health and Safety Training.</li> <li>• Attendance at and completion of all training required by the Township of Huron-Kinloss.</li> </ul>
<p>Public Relations/Customer Service</p>	<ul style="list-style-type: none"> <li>• Demonstrates a strong public service orientation.</li> <li>• Resolves public concerns and complaints or refers to supervisor or appropriate Department Head.</li> <li>• Takes messages for the appropriate person that includes the nature of the enquiry or refers calls and visitors to the appropriate source of information.</li> <li>• Provides general information about Township, County and Provincial programs; provides available literature on the subject and/or suggests alternative information sources with regards to community services</li> </ul>	<ul style="list-style-type: none"> <li>• Responds to internal and external inquiries in a timely professional manner.</li> </ul>
<p>Other related duties as assigned.</p>		
<p><b>Qualifications</b></p>		
<p>Education:</p> <ul style="list-style-type: none"> <li>• College/University degree in office administration</li> <li>• Recreation/Leisure Diploma</li> </ul>		

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## Experience:

1-2 years experience

## Skills:

- Financial/mathematical
- Working knowledge of the municipal functions.
- Computer and software knowledge; e.g., Microsoft Office (Word, Excel, Access, Publisher), E-Mail and the Internet.
- Organizational, typing and communications skills.
- Able to maintain confidentiality of information.
- Able to read material for accuracy.
- Able to write clear, concise letters and reports.
- Good verbal and problem solving skills.

## Physical Effort & Working Conditions

- Work is mainly performed in an indoor office environment; sometimes working alone in building
- The mental effort requires a reasonable degree of concentration on a variety of activities and the processing and interpretation of information.
- Problems to be addressed require specialized knowledge and skills to solve.
- Required to interact politely and effectively with the general public and to respond to questions and minor complaints from the public.
- Regularly required to prioritize variable workload.
- Sustained manual dexterity is required to operate normal office equipment.
- Work generally has a low risk of injury.

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.