



Job Description

Position: Summer Sports Coordinator	Department: Parks and Recreation	Position Status: Seasonal Position
Reports to: Director of Parks and Recreation and/or Parks and Recreation Supervisor		Hours of Work: 8 to 18 hours weekly
Creation Date:	Approval Date: March 24, 2026	Last Revised: March 9, 2026

Purpose:

Reporting to the Parks and Recreation Supervisor, this position is responsible for the organization, implementation and delivery of the North Kawartha Youth Sports Programs. These sports programs currently include but are not limited to; Ball Hockey, Soccer, Basketball, Pickleball, Softball and Lacrosse.

There will be public contact which would include assisting volunteer coaches, teaching participants, communication with Parents and greeting customers or visitors with professionalism, diplomacy and integrity consistent with the public status and image of the Township.

This position is an integral part of Township's summer youth recreation programming.

Note: This position is a seasonal part-time position from April 27, 2026, to August 28, 2026. This position requires working evenings Monday to Friday and some weekends, in coordination with the sports and recreation program offered, and will vary between 8 and 18 hours weekly.

Duties and Responsibilities:

- Work evening shifts Monday to Friday. Work Schedule will be determined by the sports program schedule.
- Work at the North Kawartha Community Centre, Lions Park, Wilson Park and Apsley Public School.
- Report deficiencies with sports equipment or sports fields for public safety.
- Collect and assist customers with the completion of registration forms.
- Submit registration fees and track outstanding fees and notify Program

Coordinator.

- Assist with the organization and creation of the team composition, plus the sports program schedule that meets the needs of the program and participants.
- Organize, coach and teach children and youth in the various sport disciplines.
- Regular communication with Parents/Participants.
- Inventory sports supplies and equipment and report deficiencies.
- Ensure Township sports equipment is cleaned and maintained.
- Follow the Township Volunteer Coach/Instructor policies, including the “Duty to Report” guidelines.
- Any other duties as assigned.

Skills and Competencies:

- Demonstrated ability to work in a fast-paced environment, deal with distractions and interruptions.
- Demonstrated ability to work with children and youth providing instruction and direction.
- Physical ability to teach and play sports.
- Demonstrated ability to work outdoors in varying spring and summer weather.
- Demonstrated ability to work independently as well as in cooperation with others in a team environment.
- Demonstrated awareness of the importance of accessible, professional customer service in representing the Township.
- Demonstrated ability to follow direction from municipal staff and adhere to Township Policy and Procedures.
- Excellent organizational and communication skills with the ability to communicate with the public in a polite, pleasant and positive manner.

Knowledge, Training and Qualifications:

- Experience working with children and youth.
- Experience in various sports, specifically, ball hockey, soccer, basketball, pickleball and softball.
- Excellent organizational skills.
- ‘G’ or ‘G2’ Driver’s Licence.
- Emergency First-Aid / CPR
- Familiarity and Knowledge of ‘Duty to Report’ guidelines

Supervision:

Work with and report to the Parks and Recreation Supervisor and the Director of Parks and Recreation. May be required to work alone or with other program volunteer coaches.

Working Relationships:

Internal:	Municipal Staff	Manager and colleagues
External:	General Public Program Parents/Guardians	Program Volunteers Ratepayers

Working Conditions:

Exposure to outdoor spring and summer weather. Some sports programs are held on the Community Centre arena surface without ice. Some manual labor required in relation to setting up goalie nets and sports equipment. Work as part of a team.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Reviewed by:

Employee

Date

Manager

Date

Chief Administrative Officer

Date