TOWNSHIP OF WELLESLEY
Recreation Department
Recreation Facilities Scheduling Administrator

The Township of Wellesley is an agricultural based municipality with approximately 11,500 Residents within Waterloo Region and is committed to providing a diverse and inclusive environment for both residents and employees. Wellesley Township is looking for a self-motivated, hardworking team player to fill a position as Recreation Facilities Scheduling Administrator within the Recreation Department. This position is Responsible for scheduling, booking and collection of fees for use of municipally associated recreation facilities and parks.

Responsibilities:
- Responds to daily requests for information related to recreation facilities. Prepares and issues rental contracts.
- Explains rules and regulations associated with the use of municipally owned facilities and advises of user of rental policies and fee schedules, requirements of the Municipal Alcohol Risk Management Policy, Noise Bylaw, Special Event Permits, etc.
- Maintain schedules online booking software (Activenet) for Community Centres, Arenas, Ball Diamonds, Meeting Rooms and Picnic Shelters, etc.
- Acts as system administrator for the online booking software (Activenet) booking system.
- Provides Recreation Facilities Maintenance Coordinator and Facility Operators with a schedule of events.
- Collects deposits from renters.
- Maintains Key Control for Recreation Facilities
- Provides tours of facilities to potential users
- Provides Customer Service for renters/user groups
- Provides administrative support to Director of Recreation.
- Provides back-up to reception when required.
- Deals with public complaints and situations requiring tact & discretion.
- Assists in preparing and arranging for publications related to the Recreation Department.
- Other related duties as assigned.

Qualifications:
- Community College diploma in related field.
- Experience with online booking software, preferably Activenet.
- A minimum of one year experience in a related environment
- Working knowledge of acts and regulations governing responsibilities of position.
- Excellent communication, public relation and marketing skills with a proven focus on quality customer service.
- Demonstrated ability to be a team player who is able to establish effective working relationships with the general public and employees.
- Basic accounting knowledge required.
- Proficient in use of computer software including Microsoft Office 365 and Activenet scheduling software.
Covid-19 Vaccination Requirement:
In accordance with the Township of Wellesley’s COVID-19 Vaccination Policy, all new Township of Wellesley employees are required to follow the COVID-19 Vaccination policy and are required to provide proof of vaccination, exemption for medical reasons or exemption in accordance with the Ontario Human Rights Code. If a Township of Wellesley employee is not vaccinated, they will be required to complete an educational program as well as provide frequent testing results in accordance with the Township of Wellesley’s COVID-19 Vaccination Policy.

<table>
<thead>
<tr>
<th>Department</th>
<th>Recreation</th>
<th>Union Affiliation</th>
<th>Non-Union</th>
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</thead>
<tbody>
<tr>
<td>Job Status</td>
<td>Full-Time</td>
<td>Compensation</td>
<td>Salary range (2021) is $50,437.00-$61,928.28 per year.</td>
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<tr>
<td>Location</td>
<td>4639 Lobsinger Line, St.Clements, Ontario</td>
<td>Hours of Work</td>
<td>Monday to Friday 35 hours per week.</td>
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<tr>
<td>Posting Date</td>
<td>January 5, 2022</td>
<td>Closing Date</td>
<td>January 16, 2022</td>
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Qualified candidates may submit a detailed resume in confidence to the Township by 5:00 p.m., Sunday, January 16, 2022.

Grace Kosch, Municipal Clerk
The Corporation of the Township of Wellesley
4639 Lobsinger Line, RR#1 St. Clements, ON N0B 2M0
E| gkosch@wellesley.ca

Email applications are preferred at this time.

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Township of Wellesley is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially. Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate.