



## **Job Description**

### **Identification**

Department: **Yarmouth Recreation**  
Position: **Milo Coordinator**  
Supervisor: Community Recreation Coordinator  
Hours of Work: 40 hours per week, weekday shifts and some weekends.

### **Scope**

Under the direct supervision of the Community Recreation Coordinator, the Milo Coordinator will be a member of a team responsible for the day to day operations of the facility, including, but not limited to; member activities and events, administration of program registration and membership, all duties outlined relating to custodial work, building security and canoe/kayak rentals. The coordinator is an essential front line team member dedicated to customer service in a multi-tasked environment.

### **Desired Qualities/Qualifications**

High School completion, and enrolled in post secondary education. Previous experience working with children is a must. A team player, who is willing to work with others, including other staff members, program participants and the general public. The position requires the employee to work independently, with minimal supervision. Flexibility and problem solving skills are essential. First/Aid CPR level C is desired or a willingness to obtain. Preference will be given to candidates with experience and/or certification waterfront activities such as watercraft operations, lifeguarding, canoe/kayaking or sailing.

### **Duties**

Responsibilities include, but are not limited to the following:

- Provide supervision to Milo program participants and members
- Maintain excellent customer relations with all Milo members, program participants, parents, and general users.
- Administer program registration, Milo memberships and canoe/kayak rentals as per procedures outlined.
- Work with other Milo staff to coordinate special events, daily activities and summer programs.
- Provide a secure and safe environment, ensuring the facility is kept clean and maintained on a daily basis.
- Promptly report any equipment damage or facility maintenance issues to the Facilities Coordinator.
- Follow safety guidelines and procedures
- Report all problems, concerns, criticisms, and compliments to the Community Recreation Coordinator
- Other duties as assigned.