



The Village of

**Port Sanilac**

56 N. Ridge St. • Box 628 • Port Sanilac, MI 48469-0628 • Ph. (810) 622-9963 • Fax (810) 622-7801

**Thank you for your interest in the Village of Port Sanilac's posted employment opportunity for a Parks & Recreation Activities Coordinator.**

**The following PDF file application and job description can be downloaded. Application can be emailed to: [psanilac@airadv.net](mailto:psanilac@airadv.net), or faxed to: 810-622-7801, or mailed to: Village of Port Sanilac, 56 N. Ridge St., P.O. Box 628, Port Sanilac, MI 48469, or dropped off at the Village Office. Applications and job descriptions are also available at the Village Office for pick up.**

**To be considered for this position, please respond by June 12, 2023.**

**If you have any questions, please call 810-622-9963.**

**Thank you,**

*Barbara Rabineau*

**Barbara Rabineau  
Village Clerk**



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## **Parks & Recreation/Activities Co-Ordinator – Job Description – 5-3-2023**

### Purpose

To ensure that Citizens have spaces and opportunities to exercise, play, and enjoy entertainment both indoors and outdoors throughout the calendar year.

### Job Description

The Parks and Recreation Co-Ordinator/Activities Co-Ordinator will be responsible for the creation of a recreation plan and its implementation that offers recreation opportunities to all residents on a year-round basis as well as provide recreation incentives to visitors that foster support and growth of the Village Recreation Plan.

### Duties

1. Assess the status of the current Parks and Recreation Programs and their relevance to current community needs. Review current programs to determine which have the support to continue and which need to be updated or replaced with other activities.
2. Review current Parks and Recreation assets and facilities. Assess and analyze their maximum contribution value to current and future programs.
3. Develop and maintain a Parks and Recreation Budget sufficient to support existing and new approved programs.
4. Develop supplemental funding strategies including grants, donations, fees, millage and bequeathment programs to support Parks and Recreation activities and programs.
5. Develop a community volunteer outreach and recruitment strategy to bring all stake holders into the program development input stream and to support program creation, implementation and operation.

6. Participate and contribute to the Master Plan process to make the Parks and Recreation Program a model of Best Practices.

7. Participate in the planning for maintenance of existing sites and facilities, disposal of unneeded assets, acquisition of new facilities or assets and construction of park improvement projects. Develop internal cooperation strategies to facilitate preservation of assets.

8. Co-Ordinate Village activities and facilities including site availability and the activities calendar. Interface with business and community program operators to maximize utilization of facilities and sites and minimize schedule conflict within the Village stake holder ranks and unnecessary competition with neighboring community programs. Develop intergovernmental relationships to expand opportunities, cost controls and cost savings.

Specifically:

- Manage annual activities calendar
- Organize on-site activities and events
- Organize off-site activities
- Encourage resident and visitor participation
- Confirm bookings or reservations as needed
- Ensure a safe and fun environment for all participants
- Oversee the application process for the use of Village facilities

9. Report monthly to the Village Council regarding department progress, programs status, budget performance and enhancement opportunities.

10. Perform other duties that may be assigned from time to time by the Village President.