



Slemon Park Corporation

Position Title: **Community Coordinator**

Reporting To: **Residential Manager**

Date: **October 2021**

Position Summary: Slemon Park is a business and residential community. The role of the Community Coordinator is to develop and implement an effective activities program so as to animate and enhance the quality of life for the people in our residential community.

Key Duties & Responsibilities:

- Facilitate, promote and ensure community planning to enhance the quality of life for residents.
- Encourage social interaction between residents and the community at large.
- Communicate to residents in person, through newsletters and social media to build awareness and involvement in community activities.
- Design, develop and deliver promotional materials, organize community or special events. Identify and secure required facilities, equipment and necessary resources.
- Establish and support a Community Development Committee.
- Identify and foster development opportunities.
- Secure funding for community development activities and programs.
- Identify and secure financial resources.
- Assist in the development and control of budget items related to programs.
- Other duties as required or assigned.

The ideal candidate will:

- Have a post secondary degree or diploma in recreation, community development, events management or related discipline or equivalent experience.
- Have a combination of experience and skills deemed appropriate to meet the requirements of the position.
- Be self-motivated, approachable, outgoing and energetic.
- Be physically capable of becoming involved in, demonstrating and leading recreation activities for youth and adults.
- Be able to multi-task with efficiency.
- Be social media savvy.



- Have a thorough understanding of Microsoft Office programs.
- Have a valid driver's license and access to a reliable vehicle.

Working Conditions:

Scheduled Working Hours

- This is a full time position with flexible hours which include significant time in afternoons, evenings and weekends in support of various recreational and social activities.

Physical, mental and visual

- Physically capable of becoming involved in, demonstrating and leading recreational activities for youth and adults.
- Ability to multitask and handle occasional stressful issues.
- A flexible and resilient personality for dealing with a wide variety of people and situations.
- Maturity
- Ability to work independently.