

The Corporation of the Town of Gravenhurst

**POSITION DESCRIPTION**

**Position Title:** Wharf Revitalization Coordinator  
**Area/Department:** Community Growth and Development - Economic Development  
**Reports to:** Manager of Economic Development

**POSITION SUMMARY**

To coordinate and facilitate a revitalization process aimed at strengthening the commercial sector, improving the physical environment and promoting activities that will add to the community's enjoyment of the Muskoka Wharf and local quality of life. To foster partnerships among the various stakeholders and coordinate all initiatives associated with the development of a Wharf Revitalization Strategic Action Plan and any implementation required.

**DUTIES & RESPONSIBILITIES**

1. Organizing and coordinating the development of a comprehensive, long term, strategic action plan focused on revitalization of the Muskoka Wharf
2. Implement parts of the Ontario Ministry of Agriculture, Food and Rural Affairs Downtown Revitalization Program
3. Collect new data and conduct data analysis as part of the development of a long term strategic action plan.
4. Building and strengthening new and existing partnerships related to the Muskoka Wharf through community consultation. Further strengthen these partnerships through liaising with the Muskoka Wharf Committee, related to the development of the strategic action plan.
5. Manage grant reporting relating the Wharf Revitalization project, and in appropriate situations assist the division in applying for additional funding.
6. Assist the Manager of Economic Development with special projects and other duties as assigned

**SUPERVISION REQUIREMENTS**

**Positions Supervised Directly:** N/A

**CREDENTIALS/EXPERIENCE REQUIRED**

1. Knowledge and awareness of community and economic development principles and strategies
2. Consensus-building skills and the ability to build agreement on shared objectives and interests among various stakeholders
3. Strong oral and written communication skills to keep the partners and community informed of the progress being made in the projects
4. Familiarity with municipal operations and planning
5. Outgoing and energetic with the ability to engage and motivate others
6. Excellent organizational and time management, critical thinking and innovative problem solving skills
7. Proven ability to prioritize assignments, and meet deadlines in a fast paced environment
8. Experience in providing excellent customer service and appropriately dealing with confidential information
9. Ability to work a flexible schedule attending functions and events after hours and on weekends
10. Post Secondary degree in public or business administration, marketing, planning, or related field
11. Five years professional experience in economic development or related activities; or any equivalent combination of relevant experience and training

12. Computer proficiency with Microsoft Office (Word, Excel, PowerPoint and Access)
13. Valid Ontario Class "G" Driver's license

### HEALTH & SAFETY RESPONSIBILITIES

1. To learn, understand and practice standard Town operating procedures.
2. To be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations; and the Town's Health and Safety Policies and Procedures.
3. To take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
4. To report unsafe acts or conditions to their supervisor or a Health and Safety Committee Representative.
5. To report any occupational injury or illness immediately to their supervisor.
6. To use personal protective equipment, where required.
7. To report any contravention of the Occupational Health and Safety Act.

### PHYSICAL/PSYCHOLOGICAL DEMANDS and WORKING CONDITIONS

**Environment:** Work is conducted in an office environment with some exposure to criticism from the public. Requirement to juggle priorities, meet deadlines, verbally communicate to exchange information, deal with constant interruptions and changing demands during the course of a working day; occasions whereby an extremely short amount of time is available to complete a project or task (regularly); wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily); while maintaining a pleasant, professional and positive demeanour.

**Physical:** Requirement for sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations.

Normal hours of work are 35 hours per week, Monday to Friday, as required. Evening and weekend activities may be required from time to time.

### CONTACTS

Incumbent communicates regularly with municipal staff, Provincial ministries and government agencies, staff of other municipalities, and the general public.

### REVIEW/APPROVAL

**Incumbent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Immediate Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Affiliation: Union**