



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Recreation Assistant **Full Time Term Position (Ending April, 2018)**

Provides administrative support to the Recreation department, including marketing and promotion of programs, services and events. Another key function of this position is providing assistance with facility bookings and events held at the Bold Center and throughout the community.

This position requires accuracy in analysis and details with an emphasis on independent work habits, time management and self-motivation. Proven written and verbal communications skills, superior analytical and organizational skills, and the ability to work as a team member along with a high level of professionalism in public relations is required.

Responsibilities:

Administration

- Acts as a point of contact for Recreation inquiries. Assists with public and departmental inquiries, internal/external complaints and/or work requests both in person, over the phone, or electronically in a proficient and professional manner;
- Confirms booking requests and details. Enters booking information into the ActiveNet software, and distributes booking contracts;
- Assists with preparation and monitoring of user group agreements;
- Organizes meetings, records meeting minutes as well as prepares and distributes final documents. Establishes and manages follow-up action lists for staff and working groups;
- Accepts and processes payments, prepares and distributes invoices, purchase orders, and provides assistance with coding and invoice tracking as requested;
- Tracks and prepares reports for SOCAN, grants and joint use with school division, and performs statistical analysis related to facility use;
- Establishes electronic and hard copy record management and filing systems for safekeeping, ensuring Freedom of Information and Protection of Privacy Act (FOIP) and Personal Information Protection Act (PIPA) are maintained;
- Assists with updates to policies, procedures and guidelines as needed;
- Enforces and upholds facility rules and conditions of use with all users

Liaison and Coordination

- Supply information, assistance and direction to the public as well as other user groups;
- Receive inquiries regarding facilities, programs, rules and regulations, services and special events;
- Demonstrate continuous effort to improve operations, streamline work processes, provide recommendations, create and manage timelines/deadlines;
- Assumes responsibility of bookings and events in the absence of the Booking & Events Administrator
- Update and distribute calendars of events, activities and classes, coordinates staff training schedules, registrations, travel arrangements and expense claims;
- Communicate with user groups, suppliers and vendors on a regular basis;

- Communicate with Bold Center staff members regularly to identify issues, follow up actions, etc. as required; and
- Create timelines and implement staff deadlines for advertising correspondence, review and submit information through Communications department as required

Marketing & Social Media Updates

- Promote recreation and aquatic services, programs and amenities using marketing strategies and communication plans;
- Conducts maintenance and updates to the Bold Center website, social media and digital signage;
- Compiles information regarding events and programs from staff for newspaper and radio advertisements; and
- Assist with updates of facility bulletin boards, flyers and printed publications as required.

Other

- Assists Guest Services with inquiries and coverage when required;
- Attends safety meetings and ensures safe work practices are followed;
- Provides first aid treatment as required; completes injury/incidents reports and contacts EMS/RCMP as required regarding facility bookings/rentals/events;
- Perform any additional duties as requested by Manager of Recreation or designate;
- May be required to participate in activities such as assisting with set up for functions that are assigned as departmental responsibilities.

Qualifications:

- Minimum Grade 12 Diploma or equivalent;
- Diploma or Certificate in Recreation, Business Administration, Office Administration or Marketing; OR a combination of work experience and education may be considered;
- Minimum 1 years' related work experience;
- Strong computer skills are required (specifically Microsoft Word, Excel and Outlook), and experience with facility booking software (ActiveNet) is a definite asset;
- Strong organization and time management skills;
- Strong written and oral communication skills;
- Independent decision-making, problem-solving and analytical skills;
- Ability to work in fast paced environment, with the ability to multi-task;
- Develop specific goals with attention to detail and efficiency in setting own work priorities;
- The ability to work under pressure handling various tasks, changing priorities and the ability to handle confidential situations with a high degree of professionalism and tact.
- Ability to work flexible hours (evenings, weekends, holidays) shift work and split shifts as business hours require.
- Must submit a Driver's Abstract, Criminal Record Check, Child Welfare Check, and Medical Assessment that meets the satisfaction of the County.

Salary range is \$50,850.80 to \$65,811.20 annually

- Competition number: 10-RA-17
- Closing Date: April 2, 2017

Interested candidates are invited to forward their resume in strict confidence to:
 Attention: Human Resources
 Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: hr@laclabichecounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.