



Lac La Biche County
welcoming by nature.

EMPLOYMENT OPPORTUNITY LAC LA BICHE COUNTY

Assistant Program Coordinator Full Time Permanent Position

Assists with creating partnership opportunities to develop programs and initiatives, which advance the health & wellness of county residents.

In addition, this position oversees safety and daily operations of the fitness areas, group fitness classes, personal training and related staff/volunteers.

The duties and responsibilities of the position include, but are not limited to the following:

Programming & Administration

- Research, coordinate and oversee fitness programs for all age groups;
- Develop program plans, orders and purchases supplies and equipment required for programs and initiatives;
- Assist with development, revisions and implementation of policies, procedures and staff guidelines;
- Develop and oversee fitness equipment inventory and life cycling maintenance plans; order supplies and equipment required for fitness centre, programs, workshops and initiatives;
- Assist with preparation and negotiating terms for contractor agreements;
- Evaluate and prepare reports on the outcome of programs and events; make recommendations;
- Participate in special event planning, implementation and team support for special projects and county initiatives;
- Assist in creating and monitoring advertising campaigns using radio, newspaper, social media, posters, etc. to effectively market all programs in a timely manner
- Input and update programs using Activenet software; generate reports and rosters as required;
- Create and monitor accurate files and records as required;
- Make recommendation for capital purchases and equipment;
- Develops cost analysis and fees for upcoming programs and assists with maintaining working budgets and statistics related to programs

Safety/Facility Administration

- Ensure that the recreation areas are effectively utilized to maximize safety and space, and support the ongoing provision of excellent customer service to the public;
- Oversee the preventative maintenance program of sports and program equipment, which includes parts inventory management, managing repairs, planning for replacement equipment;
- Performs walk-a-bouts within the facility to ensure rules and conditions of use are being followed by patrons and user groups;
- Recommend purchase of new equipment/supplies;
- Troubleshoot with staff regarding issues with equipment/facilities;

- Issue and follow up with work orders;
- First response to incidents and emergency situations on evenings and weekends;
- Perform first aid as required and ensure first aid kits are stocked accordingly;
- Prepare and submit patron incident reports and conduct follow up's as required;
- Attend and participate in monthly safety meetings

Personnel Supervision

- Assist with interviewing, hiring and training staff ensuring staff are adequately trained to deliver service standards and adopt best practices;
- Prepare work schedules, staff assignments and verify staff timesheets;
- Develops and implements staff meetings and training opportunities as required;
- Provides direction and leadership to staff and volunteers including coaching, mentoring and performance feedback to ensure consistently in service, decision making, trouble shooting and problem solving;
- Acts as liaison between front line programming staff and management, communicating decisions, changes, inquiries or concerns;
- Evaluate staff by providing on-going verbal feedback; assists with written job performance evaluations;
- Recommend disciplinary action and termination of staff;
- Establish and maintain relationships with staff of other departments;
- Assumes facilitation role and provides break coverage as required.
- Recruits, supervises and evaluates contract instructors to determine continuance or termination;

Public Relation/Customer Service

- Assist as a recreation liaison for children/family programs, community partners, schools, sport groups and community associations for quality programs/service delivery;
- Consults and maintains relationships with suppliers for scheduled maintenance and equipment/supplies;
- Responsible for the general supervision and administration of programs;
- Maintains a high level of positive and professional communication with patrons, participants, parents, user groups and staff while adhering to Freedom of Information and Protection of Privacy (FOIP);
- Exercises sound judgment to resolve inquiries, concerns, and complaints that cannot be resolved at the front line level in a tactful, professional manner;

Authorizes and processes customer refunds, programs transfers, and membership suspensions within authority;

Qualifications:

- Postsecondary education in Recreation, Kinesiology, Physical Education or related field;
- Combination of education and work experience may be considered;
- Possess or willing to obtain Group Fitness Instructor Certification (AFLCA, Can-Fit-Pro, etc.)
- Standard first aid and CPR Certification;
- Minimum 2 year's experience working in recreation/fitness setting;
- Minimum 1 year experience in a supervisory capacity;

- Experience in coordinating, implementing, and evaluating fitness and wellness programs;
- Knowledge of municipal government and administration of public recreation facilities;
- Knowledge of booking/recreation software (CLASS, Activenet, MaxGalaxy, BookKing, etc)
- Knowledge and application of occupational health & safety regulations and risk management;
- Understanding of child development and behaviours an asset
- Valid class 5 Driver's license

Working Conditions

- Ability to work extremely flexible hours (evenings, weekends, holidays), shift work and splits shifts as business requires;
- Requires interaction with public of all ages;
- Exposure to hostile, disgruntled patrons;
- Exposure to physical injury working in close proximity to children and patrons;
- Ability to deal with a considerable and constant noise level;
- Ability to work and focus with constant distractions;
- Ability to adapt to constant changes and changing priorities;
- Indoor/Outdoor work;
- Eye strain;
- Long periods of sitting;
- May require some driving to fulfill duties of the position;

Physical Requirements

- Ability to comfortably and safely lift up to 25 kg
- Physically fit enough to perform a variety of physical duties, including participating and leading programs and moving equipment;
- Emergency response capabilities

The successful candidate will be required to provide a Driver's Abstract, Criminal Record Check, Child Welfare Check and Medical Assessment that meets the satisfaction of the County.

Salary range: \$61,630.40 – \$79,747.20

- Salary will be commensurate with experience and qualifications.
- Competition number:22-APC-18
- Closing Date: Competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resumes 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@laclabichedcounty.com

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