



EMPLOYMENT OPPORTUNITY (INTERNAL) **LAC LA BICHE COUNTY**

Community Recreation Coordinator **Full Time Term Position (Ending October, 2018)**

The Community Recreation Coordinator is responsible for the planning, coordination and implementation of a variety of programs, special events and activities for the community. This position provides leadership, advice, support, and communication in order to build strong working relationships with local recreation organizations, schools, agencies, special interest groups, public, volunteers, and internal contacts.

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

- Oversees all aspects (through direction and coordination), of fitness and recreation programs, events and activities ensuring all are consistent with established mission, goals, objectives, and policies of Lac La Biche County;
- Collaborates with children/family programs and departments, community partners, schools, sport groups community associations for quality programs/service delivery;
- Develops long term planning of recreation programming;
- Develops communication plans/strategies to effectively market programs and services;
- Develops, revises, implements and enforces policies, procedures and staff standard operating procedures;
- Recruits, manages and evaluates staff & contract fitness instructors;
- Assists in the preparation and monitoring of the Bold Center and Community programming annual budget and expenditures;
- Researches and, when instructed, applies for public and private grants available for County recreation programs;
- Ability to work extremely flexible hours (evenings, weekends, holidays), shift work and splits shifts as business requires;

Qualifications:

- Degree or diploma in kinesiology, physical education, recreation, sports or business administration or equivalent. A combination of education and work experience may be considered;
- First Aid/CPR certification;
- Class 5 Driver's License
- Minimum 4 year's related experience including at least 2 years in a supervisory role;
- Knowledge of booking/recreation software (CLASS, ActiveNet, MaxGalaxy, BookKing, etc)
- Strong written and verbal communication skills;
- Proficient computer skills (word processing, spreadsheets, email, internet);
- Ability to work extremely flexible hours (evenings, weekends, holidays), shift work and splits shifts as business requires;
- Ability to comfortably and safely lift up to 25 kgs;
- The successful candidate will be required to provide a criminal records check, child welfare check and a driver's abstract.

Wage starts at 35.21 hourly

- Competition Number: 38-CRC-18
- Closing Date: July 12, 2018

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@laclabichedcounty.com

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