

RECREATION PROGRAM COORDINATOR

The City of Camrose is seeking a highly motivated, energetic and reliable individual to join our Community Services Department as a Recreation Program Coordinator. Reporting to the Recreation and Culture Manager, this position will be responsible to plan, coordinate, market and run recreation and leisure programs and events for the residents and visitors of the City of Camrose.

FUNCTIONS/DUTIES (but not limited to):

- Assist and/or create and run community events and recreation programs.
- Coordinate with internal departments (Arts, Recreation Facilities, Pool, Golf, Museum, Parks etc.) and external agencies to aid in effectively running cooperative recreation programs and events.
- Coordinate Summer Day Camps and Out of School Day Camps.
- Annually assess the community need for types and level of recreation programs required.
- Assist in the logistical coordination and support for major community events.
- Assist to maximize use of the Community Services facilities by public and user groups.
- Direct or assist with the coordination of marketing and promotion of recreation programs for the City of Camrose and other similar agencies providing recreation programs, through social media, print media, radio, live promotions, and other creative means.

QUALIFICATIONS:

- University Degree or Diploma in Recreation Administration, Business Administration, Culture or a combination of experience and other related education.
- Proficient in Windows and Microsoft Office Suite.
- Ability to build, track and adhere to budgets for programs.
- Ability to work and provide leadership.
- Knowledge of recreation programming for a diverse customer base.

HOURS OF WORK: The hours of work for this position will equate to 37.5 hours per week and the days of work will generally be Monday to Friday, however there may be some alterations to these set hours and work days based on operational requirements. Additional hours may be required depending on events, projects and timelines.

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below by 4:30 p.m. September 23, 2022. *We appreciate and consider all applications; however, only applicants selected for interviews will be contacted.*

CONTACT:

City of Camrose - Attention: Human Resources | Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8
P: 780.672.4426 | F: 780.672.2469 | E: hr@camrose.ca | W: www.camrose.ca