

## **RECREATION PROGRAM COORDINATOR**

Do you want to work for a City whose administration, council and public places a high value on recreation and culture, is close to major centres and has great amenities like state of the art recreation facilities, a new fine arts theatre, a University of Alberta campus, great shopping and so much more? The City of Camrose is seeking a highly motivated, energetic and reliable individual to join our Community Services Department as a **Recreation Program Coordinator** to plan, coordinate, market and run recreation and leisure programs and events for the residents and visitors of the City of Camrose. This is a new full-time permanent position with room to grow and develop the recreation programming in Camrose.

### **FUNCTIONS:**

- 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.
- Directly 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.
- Knowledge of recreation programming for a diverse customer base.
- Ability to build, track and adhere to budgets for programs.
- Ability to work and provide leadership.
- Proficient in Windows and Microsoft Office Suite.

**HOURS OF WORK:** Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

**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 or in person by March 8, 2019 at 4:30 p.m. If applying by e-mail, please ensure job position is included in subject line. We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.

### **CONTACT:**

City of Camrose

Attention: Human Resources

Mailing and Office Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8

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