

**GREENVIEW, ALBERTA
OPEN COMPETITION**

JOB TITLE: Recreation Assistant
DEPARTMENT: Community Services
LOCATION: Valleyview, Alberta
REPORTS TO: Manager, Recreation Services
STATUS: Full Time Seasonal position (0.5 Annual FTE)

SUMMARY:

The Recreation Assistant will, under the direction of the Recreation Manager, assist the Recreation Department with completing its day-to-day activities throughout Greenview. Daily work will consist of traveling to existing and potential recreation sites to collect data, assist with general maintenance and entering information into the tracking system. The Recreation Assistant will ensure adherence and compliance to all safety, operating, regulatory, ethics and other Greenview standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

MAJOR

- Complete detailed data collection of present and potential recreational opportunities. Data collection includes: location information, access information, land ownership, current use, environmental key features, environmental/biological concerns, liability concerns, human concerns and stakeholders and potential business partners.
- Research and prepare existing and potential recreation Project Development Reports.
- Ensure all work is carried out in a manner consistent with legislation, policies and or existing bylaws.
- Ensure facility operations, maintenance, development, and promotion of recreation facilities.

MINOR

- Perform general labour duties when required.
- Liaise with AESRD, Alberta Parks, ratepayers and special interest groups.
- Inspect recreation sites for potential hazards.

OCCASIONAL

- Report all safety concerns or infractions.

QUALIFICATION/EDUCATION/EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness, and precision.
- Grade 12 Diploma.
- GIS Mapping experience.
- Survey experience is an asset.
- Experience with the Government of Alberta Electronic Disposition System is an asset.
- Class 5 driver's license.

SKILLS REQUIRED:

- Proficiency with Microsoft Word and Excel.
- Excellent verbal and written communication skills.
- Ability to interact well with, and respond to inquiries from Employees, Management, and Ratepayers.
- Must maintain confidentiality.
- Must be self-motivated, and able to work with minimal supervision.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer and GPS applications.
- Long periods of sitting, standing, and reading.
- Subject to working in outdoor environment – heat, cold, dry, dusty and/or wet conditions as well as insects, bees and wildlife.
- Use and operation of a vehicle/ATV, and watercraft.
- Normal working day consists of 7.5 hours; however occasional overtime may be required.

HEALTH & SAFETY:

All personnel working at the Municipal District of Greenview are governed by the Greenview Health & Safety Policy.

- Ensures all operations are conducted in a safe manner and in accordance with Greenview Policies and Occupational Health & Safety Regulations.
- Required to wear correct Personal Protective Equipment as per safe job procedures.
- Must follow all safe job procedures.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

HOW TO APPLY:

Interested candidates are invited to submit their cover letter and resume in one of the following ways:

By Mail or Drop off: Human Resources
Municipal District of Greenview No. 16,
4806 – 36 Ave., Box 1079, Valleyview, Alberta T0H 3N0

By Fax: 780-524-4307

By E-mail: careers@mdgreenview.ab.ca

This position will remain open until a suitable candidate is found.

We thank all applicants for their interest, however, please note that only those selected for an interview will be contacted

