

GREENVIEW, ALBERTA

OPEN COMPETITION

JOB TITLE: Coordinator, Recreation
DEPARTMENT: Community Services
LOCATION: Valleyview, Alberta
REPORTS TO: Manager, Recreation Services

SUMMARY:

Under the direction of the Recreation Manager, the Recreation Coordinator will assist with existing recreation project management and the development and construction of new recreation projects. Daily work will consist of the planning, organization and implementation of recreation initiatives in both an office and field setting. The Recreation Coordinator will ensure adherence and compliance to all safety, operating, regulatory, ethics and other Greenview standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

MAJOR

- Conduct a detailed inventory assessment of all present and future recreational opportunities. This includes extensive field reconnaissance collecting data on existing and potential site use.
- Research and prepare Project Development Reports for potential new recreation projects, including operational, and financial requirements.
- Field construction supervision on existing and new recreation projects, including existing project upgrades and field supervision of new recreation project developments.
- Assist the Recreation Manager in the preparation of annual Operating and Capital Budgets as they pertain to new and existing recreation projects.
- Ensure all work is carried out in a manner consistent with legislation, policies and or existing bylaws.
- Research new technology, products or innovative techniques relative to outdoor recreation.
- Create, nurture, pursue and maintain rapport and positive working relationships with community groups, sports organizations, the business community and other interested parties to promote recreational opportunities.
- Ensure efficient facility operations, maintenance, development, and promotion of recreation facilities.

MINOR

- Perform general labour duties and assist with recreation site maintenance when required.
- Liaise with AESRD, Alberta Parks, ratepayers and special interest groups.
- Attend and participate at Council Meetings, applicable Committee and Community Meetings, Workshops, Conferences and Administrative Meetings.
- 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.
 - Post-Secondary Degree or Diploma in a related field i.e. Tourism, Recreation, Environmental Science or equivalent.
 - Two (2) years of applicable experience in a municipal environment or equivalent.
 - GIS Mapping experience.
 - Survey experience is considered 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 Telephone and computer.
- Exposed to working in a high noise environment.
- 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.
- Potential exposure to hazardous substances.

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 may submit **cover letter and resume** in one of the following ways:

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

By Fax: 780-524-4307 OR

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

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

We sincerely thank all applicants, however, only candidates selected for an interview will be contacted.