

MANAGER, RECREATION SERVICES GREENVIEW, ALBERTA

DEPARTMENT: Community Services

LOCATION: Valleyview, Alberta

STATUS: Vacant

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Recreation Manager is responsible for managing, directing, supervising, and coordinating the delivery of recreation services. The operations activities of the manager will include the implementation of innovative initiatives to drive functional Greenview excellence, ensuring adherence and compliance to all safety, operating, regulatory, ethics and other Greenview standards.

SUPERVISORY RESPONSIBILITY

- The Recreation Manager shall supervise all reports as assigned to the Recreation Department.
- Supervising activities includes staffing, training, performance reviews, daily report assessment, coaching/monitoring tasks and disciplining.

MAJOR

- Ensure that all recreation programs and initiatives are completed in an efficient and timely manner.
- Assist, prepare and maintain a functional Business Plan and Capital Strategic Plan.
- Assist, prepare and present annual Operating and Capital Budgets.
- Manage expenditure control within established Greenview Policies and approved Operating and Capital Budgets for the areas of responsibility.
- Prepare Operational, Statistical and Financial Reports for the areas of responsibility.
- Ensure all work is carried out in a manner consistent with legislation, policies and or existing bylaws.

SAFETY • TEAMWORK • INTEGRITY • LEADERSHIP • EXCELLENCE IN SERVICE



Main Office: 780.524.7600
Toll Free: 1.888.524.7601

www.mdgreenview.ab.ca



- Research new technology, products or innovative techniques.
- 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 facility operations, maintenance, development, and promotion of recreation facilities.
- Research and develop new recreation sites.
- Develop and maintain productive working relationships with all internal departments.
- Develop and maintain external partnerships with local provincial ministries and other municipalities.
- Prepare and present department information for Council review and decisions.

MINOR

- Attend and participate at Council Meetings, applicable Committee Meetings, Workshops, Conferences and Administrative Meetings.
- Attend and participate peer meetings to maintain and forward shared accountability.
- Inspect recreation sites for potential hazards
- Report all safety concerns or infractions

QUALIFICATIONS / 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, Renewable Resource Management or equivalent.
- Two (2) years of applicable experience in a municipal environment.
- GIS Mapping experience is an asset.
- Class 5 driver's license.
- Experience in the provincial recreation leasing process is an asset.
- Experience with recreation management in both an urban and rural setting is an asset.

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 clients.
- 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.

SAFETY • TEAMWORK • INTEGRITY • LEADERSHIP • EXCELLENCE IN SERVICE



Main Office: 780.524.7600
Toll Free: 1.888.524.7601

www.mdgreenview.ab.ca



WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of telephone and computer.
- 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.
- 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 Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Required to wear the correct Personal Protective Equipment as per safe job procedures.
- Must follow all safe job procedures.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

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.

JOB POSTING INFORMATION:

Interested candidates may submit cover letter and resume by 4:00pm on Friday, May 25 in one of the following ways:

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

Fax: 780-524-3981

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

Website: www.mdgreenview.ab.ca

SAFETY • TEAMWORK • INTEGRITY • LEADERSHIP • EXCELLENCE IN SERVICE



Main Office: 780.524.7600
Toll Free: 1.888.524.7601

www.mdgreenview.ab.ca

