

RECREATION ASSISTANT 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:

Reporting to the Manager, Recreation Services, the Recreation Assistant will 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. The Recreation Assistant will ensure adherence and compliance to all safety, operating, regulatory, ethics and other Greenview standards.

MAJOR

- Monitor existing recreation programs (i.e., Sasquatch and Partners Initiative).
- Research and organize outdoor programming on recreation sites.
- Assist with department promotional activities. (i.e., Radio advertisements, grand openings).
- Tracking and ordering of site furnishings, supplies, etc.
- Perform general labour/maintenance duties as required on parks and recreation areas.
- Ensure all work is carried out in a manner consistent with legislation, policies and or existing bylaws.
- Assist the Recreation Manager and Recreation Coordinator as required.

MINOR

- Complete data collection of present and potential recreational opportunities. Data collection includes: location information, asset inventory, access information, land ownership, current use and liability concerns.
- Assist with the development of new recreation sites.
- Liaise with AESRD, Alberta Parks, ratepayers and special interest groups.

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OCCASIONAL

- Report all safety concerns or infractions
- Inspect recreation sites for potential hazards

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
- GIS Mapping experience both in field and in office setting
- Experience working within a Municipal Government of equivalent
- Class 5 driver's license

SKILLS REQUIRED:

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

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 canoe
- Hiking or climbing may be required
- Normal working day consists of 7.5 hours; however occasional overtime may be required potential exposure to hazardous substances

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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.
- 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 January 18, 2019 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: 780-524-4307
By E-mail: careers@mdgreenview.ab.ca
Website: www.mdgreenview.ab.ca

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INCUMBENT SIGN-OFF:

I have read the above description of the primary role and responsibilities of the Recreation Assistant and acknowledge that I understand the scope and responsibility of the position. I understand that this is not intended to be an exhaustive list of job duties and responsibilities and that I will be assigned other duties as required to support the success of the Municipal District of Greenview No. 16.

Incumbent – Print Name

Date

Incumbent – Signature

Manager – Print Name

Date

Manager – Signature

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