

## **PROGRAM SERVICES COORDINATOR – TEMPORARY (APPROX. 14 MONTHS) MUNICIPAL DISTRICT OF GREENVIEW**

**DEPARTMENT:** Recreation Services

**LOCATION:** Greenview Regional Multiplex - Valleyview, Alberta

**STATUS:** Accepting applications until a suitable candidate is found

---

*Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farmland, tourist destinations, 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 M.D. of Greenview recognizes that the Program Services Coordinator is an intricate participant in assisting the organization to reach its goals, mandate, and mission. If creating experiences and bringing visions to life is something that excites you, this job is for you!

Reporting to the Recreation Facility Manager, Greenview Regional Multiplex, the Program Services Coordinator will deliver high quality, consistent programming for the Greenview Regional Multiplex. They will ensure Greenview Regional Multiplex Programs, Events and Bookings are represented in the best interest of Greenview and they will provide experiences for the community that are culturally inclusive, varied in target age ranges and content, and responsive to the interests of community members.

- The Program Services Coordinator shall supervise the Recreation Programmer, Junior Facilitators, and Fitness Programmers, which are located in the Greenview Regional Multiplex.
- Supervisory activities include staffing, training, performance reviews, daily report assessment, coaching/monitoring tasks, and maintain discipline.
- Plans, directs, and schedules the activities of the Junior Facilitator, Fitness Programmer and Recreation Programmer positions. Coordination and engagement of Contract Fitness Instructors at the GRM.
- Assign tasks and monitor staff performance through continual feedback.
- Communicates organization and department directives, goals, standards, guidelines, and procedures.
- Work collaboratively with Greenview Regional Multiplex departments and other community groups when designing child/youth programs, fitness programs, events, and during coordination of facility bookings.



- Ensure programs and events are multigenerational (when appropriate) and culturally inclusive to meet the interests and needs of the community.
- Orientate and train Junior Facilitators and the Recreation Programmer to assist in program and event delivery. Orientate the Fitness Programmers to deliver quality, safe and healthy fitness programming.
- Organize the daily operations of childminding/childcare services and programming to meet the physical, emotional, intellectual, and social needs of the children in the programs at Greenview Regional Multiplex.
- Promotion of programs, events, and facility booking opportunities (weddings, large events, birthday parties).
- Work within the scope of the MD of Greenview Policy and Procedures.
- Attend meetings, information sessions, and training as required.
- Maintain accurate and up-to-date records as required (budgets, program plans and participant information).
- Develop and maintain strong partnerships with community organizations and agencies to enhance programming and events.
- Provide friendly, approachable, and professional persona to members of the community participating in programming and events.
- Respond to any concerns or complaints regarding programming, and events, in a professional and timely manner.
- Implement program and event guidelines with the assistance of the Recreation Facility Manager that mirror High Five program standards.
- Plan events that encourage a healthy active community and region (community try-it day, GRM Indoor Triathlon, and GRM signature events).
- Provide reports and recommendations to the Facility Manager, for accomplishing the approved objectives of programs, events, and facility bookings.
- Set up, decoration, and cleanup of the venues utilized in the delivery of programs and special events.
- Facilitate programs when needed.
- Perform other duties as assigned by the Recreation Facility Manager.

### **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.
- Certificate in Early Learning Childcare Education would be an asset.
- Quest 2 training with High Five
- Principles of Healthy Child Development
- Experience with fitness programming & fitness industry
- Class 5 driver's license
- Current First Aid & CPR
- RCMP Criminal Record Check and Vulnerable Sector Check



## SKILLS REQUIRED:

- Excellent communication skills (written and verbal).
- Excellent documentation skills.
- Good composition skills – ability to compose a grammatically correct, concise, and accurate written response.
- Work successfully in a team environment as well as independently.
- Familiarity with Windows, Microsoft Outlook, Microsoft Word, Internet Explorer, Canva and Social Media
- Experience with Recreation Software is an asset (Booking, Townsuite).
- Excellent typing skills.
- Demonstrates a proficient knowledge of email applications.

## 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.
- Able to be active with participants in programs.
- Normal working day consists of 7.5 hours; however occasional overtime may be required. Evenings and weekend shifts will be necessary to meet the demands of community programs.

## 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 the 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 for the position.



## HOW TO APPLY:

Interested candidates may submit cover letter (stating the position you are applying for) in one of the following ways:

**E-mail:** [careers@mdgreenview.ab.ca](mailto:careers@mdgreenview.ab.ca) (please quote the position in the subject line)

**Mail or Drop Off:** Municipal District of Greenview No. 16  
4806 – 36 Ave., Box 1079  
Valleyview, Alberta T0H3N0

**While we truly appreciate all applications, only those selected for an interview will be contacted.**

