

JUNIOR FACILITATOR (p/t temporary approx. 6 months)

MUNICIPAL DISTRICT OF GREENVIEW

DEPARTMENT: Recreation Services

LOCATION: 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 Greenview Regional Multiplex recognizes that the Junior Facilitator is an integral participant in assisting the organization to reach its goals, mandate, and mission. If you have a passion for working with people in a fun, exciting environment, this position is for you! Reporting to the Program Services Coordinator, the Junior Facilitator is required to assist in planning and delivery of innovative recreational programming within the Greenview Regional Multiplex.

- Ensure the safety of all program participants and volunteers.
- Assist with planning and implementing age-appropriate activities.
- Role model appropriate behavior.
- Support departmental initiatives.
- Work cooperatively with teammates.
- Create inviting spaces according to the program plans (decorate).
- Greenview Regional Multiplex facility rule enforcement throughout the facility.
- Supervise children in the childminder program.
- Assist with setup and take down of fieldhouse equipment for activities and events.
- Required to be informed about what programs are happening at the facility.
- Other duties as assigned by the Program Services Coordinator and/or Facility Manager.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Standard First Aid with CPR "C" and AED (willing to train).
- R.C.M.P Criminal Record Check and Vulnerable Sector Check.



SKILLS REQUIRED:

- Excellent communication skills (written and verbal)
- Excellent documentation skills.
- Work successfully in a team environment as well as independently
- Familiarity with Windows, Microsoft Outlook, Microsoft Word, and Internet Explorer.
- Experience with Recreation Software an asset (BookKing).
- Demonstrates a proficient knowledge of email applications.
- Ability to successfully adapt to change in the work environment.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Exposed to working in a high noise environment.
- Long periods of sitting, standing, and reading.
- Able to be active with participants in programs.
- Weekend and evening shifts are required.
- Dayshifts in the summer may be required.
- 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 the Municipal District policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

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 (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.

