

# ARENA MANAGER

## POSITION IS AVAILABLE AT THE Fox Creek Greenview Multiplex

Competition #: 01—2019



### What an Arena Manager does:

- \* Develop programming that maximizes the facility footprint.
- \* Provide programs the community needs and wants.
- \* Utilize and build on staff talents to achieve goals.
- \* Develop, implement and maintain Code of Conduct.
- \* Coordinate programs with community groups/partners.
- \* Follow correct protocols while operating equipment.
- \* Adherence to proper material and chemical handling.
- \* Schedule staff to meet operational requirements.
- \* Train, guide, develop and mentor recreation facility staff.
- \* Advertise and promote recreation facilities.
- \* Be a leader.

### The ideal candidate will have:

Degree in Recreation, equivalencies may be considered.  
Minimum 3 years of supervisory experience.  
Organized, innovative, stellar leadership qualities.  
Well practiced at report writing and speaking in public.  
Individual who is community minded and open to new ideas.  
Able to adapt working hours to accommodate program needs.  
Must possess Valid Alberta Class 5 Operators License.  
Satisfactory RCMP check and drivers abstract will be requested.

### Why work for us?

We are a thriving, vibrant, rural community situated along HI Way 43 between Edmonton and Grande Prairie. Our organization is dedicated to improving the quality of life for our residents and we are excited to offer exceptional programs at our fantastic facility.

### Interested?

Please submit your resume and cover letter by quoting the job title in the subject line:

Email:

[employment@foxcreek.ca](mailto:employment@foxcreek.ca)

Mail or in person:

Town of Fox Creek  
102 Kaybob Drive  
PO Box 149  
Fox Creek, Alberta T0H 1P0

Find us on Facebook at:

Town of Fox Creek

Resumes received in the past 6 months are still on file. Unless there is a change in experience or education, please do not re-apply.

We thank all applicants, however only those chosen for an interview will be contacted.

#### Position Type

Permanent Full Time

#### Rate of Pay (DOE)

\$69,000—\$97,000 per annum

#### Hours of Work

Operational hours of Multiplex  
Days, Nights, Weekends

#### Competition Close Date

February 2, 2019