

WE'RE HIRING



COMPETITION #: 15-2021

CLOSING DATE: November 26, 2021

Recreation Programmer

ABOUT THE TOWN OF FOX CREEK

Fox Creek is a citizen-focused, vibrant, and sustainable community; embracing diversified economic partnerships and priding itself on small-town family values. The Municipality of Fox Creek is a spirited and bustling hotbed of economic activity in the heart of the Duvernay. Known mainly for its bountiful wilderness, Fox Creek showcases the very best of the surrounding forests, lakes and wildlife, making it the perfect location for enjoying the outdoors. Fox Creek combines a serene wilderness experience, with small-town hospitality, first-class amenities, and a reliable service centre for the active oil and gas industry surrounding the community. Fox Creek is a great place to call home.

POSITION SUMMARY

The Fox Creek Greenview Multiplex is looking to add an enthusiastic, energetic and passionate individual to take on the role of Recreation Programmer for our team. The successful candidate will be community driven, and be excited to create and bring new programs for all age groups to our facility.

Ever heard the expression never work with children or animals? Well we don't have any animals! Our next Recreation Programmer will have to be able to work children, youth, adults and seniors developing engaging programming that are not only fun but leave attendants with new skills.

Also we are looking for someone who will work with other departments and special interest groups to make the Fox Creek Greenview Multiplex a place that enriches the lives of our community through various recreational programs and events.

If you have a passion for bring new and enriching programming to our community apply today.

RESPONSIBILITIES

Will be required to adhere to processes and policies in support of Municipal goals and legislative requirements.

Responsibilities will include but are not limited to the following:

- Implement and oversee various programs services, activities and or special events for people of all ages and abilities
- Development, planning and delivery of recreation programs and activities
- Development, planning and delivery of special community events
- Overseeing general activities in various areas of the Fox Creek Greenview Multiplex
- Maintenance of recreation equipment
- General cleaning duties in assigned areas
- Maintaining communication with community members and user groups
- Serving the public, and crowd management
- Cash receipting
- Facility bookings
- Other duties as assigned

QUALIFICATIONS

Minimum Requirements

- Have successfully attained a Grade 12 Diploma or GED Certificate
- Post-secondary or relevant experience in Recreation, Leisure Studies, Outdoor/Adventure/Tourism, or Athletic Programming
- Provide an acceptable Vulnerable Sector Check
- Provide an acceptable Driver's Abstract
- Standard First Aid/CPR "C" or Emergency First Aid

Additional Requirements

- Coaching, leadership training or experience will be considered an asset
- Experience in Microsoft Office software preferred
- Experience with Booking Software an asset

POSITION TYPE

Permanent Full Time

40hrs/week

Starting wage

\$25.87—\$27.45/hour

based on applicable experience & education

Benefits

Health & Dental Benefits

Pension Program



HOURS OF WORK

Based on operational requirements.
Evenings and weekends will be required.



APPLY TODAY!

Please submit your resume and cover letter to either of the below addresses.

EMAIL: employment@foxcreek.ca

SUBJECT: Competition # 15-2021

MAIL OR IN-PERSON:

Attention Human Resources
PERSONAL & CONFIDENTIAL

Town of Fox Creek
102 Kaybob Drive
PO Box 149
Fox Creek, AB T0H1P0

For a more detailed job description email employment@foxcreek.ca quoting the competition number.