

WE ARE HIRING

RECREATION PROGRAM SUPPORT

ABOUT THE TOWN OF FOX CREEK

Fox Creek is a citizen-focused vibrant and sustainable community, embracing diversified economic partnerships and prides itself on small-town family values. The Municipality of Fox Creek is a vibrant bustling hotbed of economic activity in the heart of the Duverney. 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.

ABOUT THE POSITION

We are seeking an energetic, enthusiastic, community driven individual to add to the team at the Town of Fox Creek and take on the role of Recreation Program Support. Ever heard of the expression don't work with children or animals? Well we don't have any animals! Our next Recreation Program Support staff member will work with members of our community of all age groups by developing and implementing programming that is not only fun but is engaging for those who attend. 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 programs and events.

WHAT WILL YOU BE DOING?

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

- Assist with the promoting, and implementation of the recreation programming
- Supervise and direct participants enroll in the programs
- Assist with the procurement, set up and cleanup of resources required for the program's objectives
- Report any issues or concerns as they occur to their direct report
- Provide recreation counseling to people of a variety of ages, abilities and needs, facilitates participation in recreation programs by all members of the community
- Prepare and submit information regarding the programs being facilitated
- Other duties as assigned

HOW TO APPLY

COMPETITION #: 03-2025
DEADLINE: Until suitable candidate is found

Please submit a cover letter and resume quoting the above stated competition number, not later than the deadline shown.

In your cover letter please share information about yourself, explain why you are interested in this role and joining the team at the Town of Fox Creek. We also ask you to provide an example of a program or an event you feel would be successful in our community.

APPLICATIONS CAN BE SUBMITTED BY:

Email: employment@foxcreek.ca

Mail: Town of Fox Creek
Attention: Human Resources
Personal & Confidential
PO Box 149
Fox Creek, AB
T0H 1P0

In-person: Town of Fox Creek Administration Office
108 Kaybob Drive, Fox Creek, AB

We thank all applicants for their interest. However, only candidates invited for interviews will be contacted.

WHAT ARE WE LOOKING FOR?

Minimum Requirements

- Ability to communicate with the public, supervisors and coworkers
- Ability and integrity to work independently
- Able to read, write, speak and understand English
- Provide an acceptable Vulnerable Sector Check or Criminal Record Check based on the age of applicant
- Provide an acceptable Driver's Abstract, where applicable

Considered an asset

- Standard First Aid/CPR "C" or Emergency First Aid

WHAT DO WE OFFER?

WHEN WILL YOU BE WORKING?



Term Contract
ending August 2025

up to 40 hours/week

Flexible scheduling based on operational
requirements

Evenings and weekends when necessary

WHAT ARE THE PERKS?



Invaluable work experience, gaining a diverse set of skills.



Collaborating with members of the community of all ages



Promoting wellness, recreation and creativity through offered programming



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