

TOWN OF FOX CREEK

Parks and Recreation Manager

The Town of Fox Creek, is a progressive, resource-based community with a growing population of about 2300. Fox Creek is located on Highway 43 in Northwestern Alberta mid-way between Edmonton and Grande Prairie.

Reporting to the Director of Operations, the Parks and Recreation Manager is responsible for administering and directing a diverse inventory of operations, properties, facilities and recreational programs of the municipal Parks and Recreation Department. This position acts as a liaison for recreational facility user groups, is to promote a healthy lifestyle for all community residents and is responsible for parks and facility planning.

The Town is seeking a self-motivated professional with;

- outstanding attitude; can-do approach
- superior leadership capability; positive management and team building
- top-quality interpersonal customer service; excellent communication & computer skills
- progressive and open minded; innovative ideas and new approaches
- excellent organizational skills; adept time management and self discipline
- solid understanding of municipal operations; financial, budgeting, recreational facility operations

Specific academic qualifications may include a degree in Physical Education, Recreation or Leisure Studies, and/or completion of the Arena Operator 1 Certificate program and the Pool Operator 1 Certificate Program. A minimum of three years experience in municipal management and knowledge of local government is preferred.

The Town of Fox Creek offers an attractive benefit package and a competitive salary that will commensurate with experience. A Town vehicle is provided for all town related business, in and out of town.

Interested applicants are requested to submit their resume, in confidence, along with salary expectations and references to:

Kristen Hagen, Assistant Chief Administrative Officer
Town of Fox Creek
P.O. Box 149
Fox Creek, Alberta
T0H 1P0
or -
FAX to (780) 622-4247
or -
Email to kristen@foxcreek.ca

This job advertisement will remain open until a suitable candidate is found.

We thank all who apply and advise that only those selected for further consideration will be contacted.