



EMPLOYMENT OPPORTUNITIES

RECREATION COORDINATOR – ARTS & CULTURAL Competition #2015-018

The City of Prince Albert invites applications for the permanent position of Recreation Coordinator in the Community Services Department.

Reporting to the Recreation Manager, the successful candidate will be responsible for planning and coordinating programs that have an arts and cultural focus and to manage employees, contactors and venues related to those programs.

Principle Duties and Responsibilities:

- Supervise, schedule and manage the performance of employees carrying out programs.
- Manage, supervise and coordinate the scheduling of events and/or programs.
- Develop and implement programs in response to public needs and in keeping with innovations in the industry.
- Consult with community organizations and user groups to plan desired programs.
- Develop and recommend budget requirements for arts and cultural programs.
- Develop contracts for events and/or programs.

Desired Qualifications:

- A four year degree in recreation or related field.
- 2 years' experience working with community groups in the development, coordination and evaluation of sport, culture and recreation programs.

To explore this opportunity in complete confidence, please email your resume quoting competition #2015-017 by **4:00 p.m. Tuesday, March 31, 2015** to jobs@citypa.com.



Human Resources
City of Prince Albert
1084 Central Avenue
Prince Albert, SK S6V 7P3
Fax: (306) 953-4396
e-mail: jobs@citypa.com

*The City of Prince Albert is committed to the principles of employment equity.
We thank all applicants, however only candidates interviewed will be contacted.*