



**EMPLOYMENT OPPORTUNITY**  
**Manager of Recreation**  
**Job #15-039**

Located only ninety minutes from Edmonton with a population of over 10,500, Whitecourt is a prosperous and fast growing community in central Alberta. Surrounded by beautiful forests and the scenic Athabasca and McLeod Rivers, it is a haven for outdoor recreation. With the combination of commercial, residential and recreational opportunities, Whitecourt offers all the amenities of an urban municipality with that "small town" feel. For more information on Whitecourt visit [www.whitecourt.ca](http://www.whitecourt.ca).

Our organization now has an opening in the Community Services Department for a full-time Manager of Recreation (35 hours a week, with some additional evening and weekend work required).

Reporting to the Director of Community Services, this dynamic position is responsible for the management and provision of community recreation services, including the administration of program development, event planning, program delivery staff, community recreation programming, and facility service operations.

Key duties will include:

- Identifying the recreation, arts, and cultural needs of the community.
- Community development to assist organizations to act upon identified needs.
- Overseeing community programming and facility development in gap areas.
- Providing leadership and direction for the overall management of the Allan & Jean Millar Centre including staff development, budget planning, financial management, sponsorship, program management, guest management, and program planning and evaluation.

Qualifications include:

- A degree or diploma in Recreation Administration or related field.
- Outstanding management and leadership skills.
- At least 5 years of supervisory experience, preferable in recreation management.
- A high level of organizational skills and self-motivation.
- Knowledge of municipal operations, volunteer organizations, and recreation facility operations.
- Ability to work some evenings and weekends.

The Town of Whitecourt is committed to its employees and provides a competitive salary range and a first-rate benefits package. The current salary range for this position is \$80,314 to \$97,714. The successful applicant will be required to pass a pre-employment physical and criminal record check, and provide a drivers' abstract, prior to being hired.

If you feel that you have the qualifications and desire to be part of the Town Team, please submit your written letter of application to the following address prior to 12:00 noon on Monday, October 5, 2015.

TOWN OF WHITECOURT  
Attn: Legislative Coordinator  
Re: Job #15-039  
Box 509, 5004 - 52 Avenue  
Whitecourt AB T7S 1N6  
Fax: 780-778-4166  
Email: [hr@whitecourt.ca](mailto:hr@whitecourt.ca)

We thank all applications for their interest, however only those who are selected for an interview will be contacted.