



## Recreation Community Coordinator

Competition # 201659  
One (1) Permanent Full-Time Position

The City of Fort Saskatchewan is seeking a creative and enthusiastic professional to join our Recreation Team. Reporting to the Director of Recreation, the Recreation Community Coordinator is responsible for ensuring that annual planning and implementation processes are undertaken for City recreation initiatives and services. This includes community development, special events, managing grant opportunities, and providing support and leadership for summer programs. This position will supervise, provide leadership, direction, support, training and evaluation of Booking Clerks, Summer Supervisors, Summer Leaders and volunteers; as well as, oversee the day to day responsibilities of recreation services and special events. The Recreation Community Coordinator provides leadership, advice, support, and communication in order to build strong working relationships with local recreation organizations, schools, agencies, special interest groups, public, volunteers, and internal contacts.

The successful candidate will have a minimum of a diploma in recreation administration, business administration, community development or a related discipline. Preference is given to candidates who have a University Degree in recreation or a related discipline. A minimum three years comprehensive experience in community development or a recreation field, as well as, three years supervisory experience is required. Candidates must possess a valid driver's license, as some travel is involved. The Recreation Community Coordinator will be proficient in Microsoft Office including Word and Excel and have strong organization, time management and verbal and written communication skills.

The City of Fort Saskatchewan offers a competitive salary range of \$73,325 to \$85,078 per annum. Qualified applicants are invited to apply in confidence **by Thursday, May 19, 2016 stating competition #201659 to:**

The City of Fort Saskatchewan  
People Services Department  
10005 - 102 Street  
Fort Saskatchewan, AB T8L 2C5  
Fax: 780.992.6625  
E-mail: [hr@fortsask.ca](mailto:hr@fortsask.ca)



Take your Career in the Right Direction

The City of Fort Saskatchewan is a vibrant economic and cultural hub located just 15 minutes northeast of Edmonton on the banks of the North Saskatchewan River. Home to more than 24,000 people, the City proudly manages state of the art recreation, culture and historic amenities including 75 km of outdoor trails, a performing arts theatre and fitness centre within the Dow Centennial Centre and the 1875 – 1885 NWMP Fort representation in historic downtown.

For more information on employment with the City of Fort Saskatchewan, please visit our website at: [www.fortsask.ca](http://www.fortsask.ca)

*The City of Fort Saskatchewan thanks all applicants for their interest, but advises only those under consideration will be contacted.*