

Cultivate Your Career



COMMUNITY FACILITIES COORDINATOR PERMANENT POSITION

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| Organization | City of St. Albert |
| Website | www.stalbert.ca |
| Department | Recreation & Parks |
| Location | 400 Campbell Road |
| Salary | \$59,831 - \$72,793 per annum |
| Closing Date | July 23, 2018 |
| Competition # | 18/141 |

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 64,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The City of St. Albert's Recreation & Parks department is recruiting an individual to join the Booking & Events team as the Community Facilities Coordinator. This position is responsible to plan for and lead a team of three staff in the coordination of bookings of City facilities including, but not limited to, indoor and outdoor arenas and sport-fields, local schools and other recreation facilities..

The Coordinator will assist in the revision and implementation of Facility Utilization and Space Allocation guidelines and procedures to ensure fair distribution of available space.

This position acts as a liaison between external clients and internal City department representatives. There is also a financial component to this position which requires the incumbent to research, evaluate and make recommendation of revision to fee structures, monitor monthly revenue, and distribute and reconcile invoices.

The individual we seek must have strong interpersonal and communication skills when working with diverse community groups, the general public and other departments. The role of this person is to educate, negotiate and allocate resources, and create a sense of community partnership with all users.

QUALIFICATIONS

- A diploma in Recreation Administration, Physical Education, or a related field required, with 5 years related experience including 2 years supervisory experience.
- Previous related coordination experience, preferably in a recreation environment preferred.
- Strong communication skills, group facilitation skills, and a good understanding of business practices.
- The successful candidate will also have excellent interpersonal, negotiation, time management and organizational skills
- Strong computer proficiency is required and experience with facility booking software (CLASS/IntelliLeisure) is a definite asset.
- Visits to community facilities are necessary so candidates must possess a valid Class 5 driver's license and a reliable vehicle.

HOURS OF WORK

You will work a compressed work schedule of 72 hours bi-weekly. This position will require flexibility to accommodate some evening and weekend shifts.

COMPENSATION

\$59,831 - \$72,793 per annum. In addition, the City of St. Albert offers a generous and comprehensive flexible benefit package.

The successful applicant will need to obtain and maintain a clear vulnerable sector police information check.

Applicants are invited to submit their cover letter and resume via the City of St. Albert employment website www.stalbert.ca/employment

CLOSING DATE

July 23, 2018

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.