

## Irricana Recreation Complex - Town of Irricana

### **Job Description - Recreation Coordinator**

The Recreation Coordinator employed by the Town of Irricana is responsible for the programming, budgeting, supervision and direct leadership as it pertains to Recreation activities including but not limited to sports leagues, dry land fitness programs, or other key leadership positions as determined by the Community Services Coordinator.

#### **Responsibilities:**

- Collaborate and report to the Community Services Officer to provide appropriate and safe activities in both a drop-in and scheduled setting at the Irricana Recreation Complex.
- Supervision/Monitoring of Drop-In Programs
- Assist with planning and organizing activities from beginning to end focusing on increase quality of life for youth, adults, families and seniors.
- Develop, coordinate and assist with the implementation of Special Events for all ages based on community needs and wants and actively participate in specific community operated events when necessary. Ensure best practices and standards are followed in the development and implementation of programs and special events.
- Organize and prepare activity materials and spaces for designated activities
- Respond to community needs and public inquiries/complaints as they relate to recreation programming.
- Organize, coordinate and facilitate meetings with individuals, user groups, schools, community groups etc., assisting with their needs as required (access to facilities, promotion, connections with other groups, etc)
- Help develop and maintain accurate documentation including activity program plans, evaluations, and inventory sheets.
- Assist in the development of monthly activity calendars.
- Maintenance and cleaning of the equipment, floor area and waiting area
- Take inventory before and after programs/events/rentals
- Will be required to fill out incident reports and monitoring sign in sheets and memberships.
- Other administrative tasks as requested.

Summer staff is required to be ready to work Split Shifts/Shift Work according to the programming Schedule for the Summer of 2018

Start Date: May 21, 2018 – this is subject to change based on student's availability.

#### **Desired Skills & Requirements**

- Excellent communication and interpersonal skills
- Ability to build and maintain trusting relationships.
- Ability to adapt to the changing needs of the environment
- Dedicated to respecting the values, customs, preferences and beliefs of the residents and their families/representatives.
- High level of discretion.
- Strong team player and demonstrated ability to take initiative.
- Positive, enthusiastic and energetic.
- Knowledge or experience in grant writing and awareness of resources that exist to assist with recreation programming costs.
- Certification in First Aid and CPR before start date
- Fit to bend, stretch, sit and stand for extended periods of time. Fit and able to lift up to 50lbs.

- Ability to work flexible hours including holidays, evenings and weekends.
- Computer proficiency in Outlook, Microsoft Word, Excel, PowerPoint and the use of Internet

**Performance Measures**

- Increase recreation subscription and usage at least 50% per program offering.
- Increase number of Town residents who use Town facilities more than once or less per year
- Prepare and distribute Town Wide Recreation Survey to identify remaining gaps and overall success of efforts.

Staff will be under direct supervision from the Community Services Officer- Town of Irricana. 403-935-4672. To apply please send your Cover Letter and Resume to Tawnia Cardinale, Community Services Coordinator – [csc@irricana.com](mailto:csc@irricana.com)