EMPLOYMENT OPPORTUNITY

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| Position Title | Programming Coordinator-MATERNITY LEAVE |
| Department | Community Services | Reporting To | Community Services, Program Manager |
| Level / Grade | [x]  Full Time [ ]  Permanent[ ]  Part-Time [x]  Temporary[ ]  Contract [ ]  Casual | Closing Date | June 29, 2015 |

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| **Position Summary** |
| The Programming Coordinator is responsible for planning and implementing recreational, cultural, and sport programs and services that promote a healthy lifestyle for community residents and attract visitors to the area. The Programming Coordinator reports to the Community Services Program Manager and is responsible to present proposals and plans for all programs and services to the Program Manager for direction and approval. The Programming Coordinator will focus on programs and services that benefit the residents of the Town of Drayton Valley. The Programming Coordinator shall complete the list of responsibilities through the establishment of community partnerships, the optimization of resources, and professional customer service.**\*Please note that this is a Maternity Leave position with a term of employment of up to a maximum one (1) year.** |

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| **Primary Responsibilities** |
| * Informs the community on the availability of recreation opportunities in the community and in maintaining a high quality of life.
* Monitors, gathers and assesses information regarding the recreational, cultural, and sporting needs and priorities of the community and provides feedback to the Program Manager.
* Provides support and direction to existing and developing community groups in the areas of marketing, fundraising and recreation and sport development.
* Initiates, organizes and administers approved programs and special events to ensure that they are delivered within accepted guidelines and on budget.
* May supervise and direct volunteers involved in a program or special event.
* Coordinates seasonal bookings and scheduling of all playing fields, ball diamonds, and school bookings, and shall communicate any facility concerns to the Program Manager.
* Ensures that all policies and regulations as established by the Town with regards to its program and special event facilities are adhered to and enforced.
* Works with management in developing marketing strategies, including the development of promotional material (ex: brochures, advertising, newsletters).
* Works with management to coordinate all contracts associated with program and facility user groups and special events hosting.
* Works with management to prepare and monitor program budgets.
* Prepares budgets and expenditures for special events and activities for approval by the Program Manager.
* Contributes to the development of the annual community services operating and capital budgets. Records information and prepares reports and grant proposals as may be required by the Program Manager with respect to special events and programs.
* Serves as the lead in planning, implementing, and monitoring the Drayton Valley Triathlon, Family Day Festival, Zombie Run, DV 100 Bike Race, Summer Day Camps and other events as directed by the Program Manager.
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| **Qualifications** |
| * A diploma/certificate in Recreation or a related field, such as Outdoor Leadership, Sport Development or Tourism.
* Excellent written and verbal communication skills.
* Proven program delivery and special event experience.
* Must be community oriented and have an interest in recreation.
* Current First Aid and CPR training.
* Proficiency in Microsoft Office Suite of products.
* Valid driver’s license.
* RCMP Criminal Record Check
* Child Welfare Check
* Willingness to attend training sessions as required by the employer.
* Willingness to work weekends and unscheduled hours when required.
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| **Experience** |
| * Minimum 3 years’ experience in a recreation related field.
* Experience in working with volunteers, boards, and recreation programs and groups.
* Experience in leading or working in a day camp environment will be an asset.
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| **Other Considerations** |
| The incumbent must have proficient knowledge and skills in the following to successfully meet the requirements of the position:* A strong understanding of the recreation, cultural, and sporting needs of the community.
* Good understanding of all relevant legislation, policies, procedures and rules.
* Proven interpersonal, public and written communication skills. A high standard of conduct and sound work ethic.
* A strong understanding of marketing and promotion.
* Current knowledge of trends and practices in the recreation, culture, and sport field.
* High degree of personal initiative, time management skills, creativity and independence in coordinating and planning events.
* Continuing personal development in areas of trends and marketing.
* An ability to work with volunteers.
* An ability to work efficiently in a team environment.
* Performs other related duties as may be required by Management.
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| **Salary / Benefits** |
| The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 8.04 of the Collective Agreement will move to Wage Level 1.Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 25, Schedule “A”. |

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| **Additional Information** |
| Please submit a cover letter outlining your skills and experience along with your resume in confidence to:Human ResourcesTown of Drayton ValleyBox 6837Drayton Valley, AB, T7A 1A1Fax: (780)542-5753Email: personnel@draytonvalley.ca **Deadline to apply is no later than 4:30 pm on Monday, June 29, 2015.** |

*We thank all applicants for their interest. However, only those selected for an interview will be contacted. All information collected for the above offer of employment is done under the provision of the Freedom of Information and the Protection of Privacy legislation and will be used only for the evaluation of candidates.*