

Job Description Recreation Coordinator La Crete and Area

DESCRIPTION

- The Recreation Coordinator will be responsible for coordinating recreation opportunities for people of all ages in La Crete and surrounding areas. This role will be very diverse; it may involve facilitating, program development, special event planning, partnering or leading initiatives.
- This position will be based out of the Northern Lights Recreation Centre, providing recreation from Blumenort to La Crete to Bluehills.
- The Recreation Coordinator will report to the La Crete Recreation **Board**.
- A Community Recreation Coalition made up of various agencies in the community (involving the Recreation Board and Recreation Coordinator) will meet Bi-annually to give input..

SKILLS

- Community-minded and passionate about recreation.
- Ability to work independently or as a team player.
- Self-motivated and takes initiative.
- Strong organization and time management skills.
- Strong communication skills. Ability to speak low German would be an asset.
- Willingness to learn.

PREVIOUS EXPERIENCE

- Organizing community events or programs.
- Working with people of different ages, preferably in a recreation-type setting.
- Experience with grant applications or proposal writing skills is an asset.
- Any prior training or education applicable to the position would be considered an asset.

OTHER REQUIREMENTS

- Current CPR and First Aid
- Criminal record check
- Child welfare check
- Access to a vehicle and valid driver's license

SALARY AND HOURS OF WORK

- full-time position,
- \$48,600 – \$68,000 salary dependent upon prior experience and training
- Based on 40 hours per week flexible schedule, evenings and weekends are required
- A monthly stipend will be provided to cover travel and cell phone expenses

Closing Date: **Open until successful candidate is found**

PLEASE SUBMIT YOUR RESUME TO:

Dave Schellenberg
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Cell: 780-841-2894

Only successful candidates will be contacted.