

POSITION TITLE: Program Coordinator – permanent, full time

Reporting to the Recreation and Culture Manager the Program Coordinator is responsible for the administration of all Town of Sylvan Lake Recreation programs (inclusive of children, youth and adult programs). The incumbent provides energy, leadership and initiative in developing, growing and maintaining programs within the TOSL. This is balanced with strong customer service ability, team leadership and business acumen. The development and implementation of high quality safety oriented programs.

SUMMARY OF FUNCTION

- Identify recreational needs, trends and interests of residents and plan diverse programs, leagues and cultural programming to meet the demand;
- Responsible for overseeing all recreational planning; assisting with program, league creation and implementation;
- Planning and implementing seasonal sports programs, camps, leagues and in-house tournaments;
- Educates the consumer on program offerings and articulates relevant suggestions/recommendations to customer and secure enrollment;
- Assist in the content and design of promotional & marketing plans;
- Identify and recruit qualified instructors & volunteers for the various programs;
- Working positively with recreation committees, non-profit and local businesses;
- Interpret statistics for program usage & coordination and use this information to adjust programs for improved efficiency and customer satisfaction;
- Securing program sponsorship;
- Provides positive feedback and recognition for solid performance by instructing team;
- Willingness and ability to work flexible hours as scheduled;
- Ensures that all customer inquiries, and any other issues are handled proficiently and professionally;
- Responsible to be the liaison and/or resource to other department, recreation groups, community groups, and consultants to promote and further enhance the recreation and cultural opportunities within the community;
- Responsible to complete reports, budgets and monitor final accounting;

TRAINING AND EXPERIENCE REQUIREMENTS

- 2-3 years' experience in a Municipal Setting, with two years successful program experience in a Recreation/Sports related area
- Supervisory experience position would be an asset;
- Diploma or Degree in Business, Recreation or a combination of experience and education or a related field would be an asset;
- Ability to plan, implement evaluate and organize, recreational programming, sports, leagues and cultural programs for a wide variety of age groups and backgrounds;
- Solid knowledge and experience in multi-sports and cultural offerings including ability to teach and create lesson plans;
- Strong sales, marketing and communication skills;
- Solid ability to find, and grow revenue opportunities;
- Excellent organizational and time management skills;

Profit from work-life

balance

- Strong written and oral communication skills, including presentation ability;
- Strong follow-up skills and an ability to deal with tact, diplomacy and confidentiality;
- Knowledge in Municipal Operations/Policies;
- A valid Class 5 Alberta Driver's License;
- First Aid/CPR;
- Background and criminal check will be required;
- Aptitude with dealing with parents;
- Good communication skills, both written and oral, along with strong customer service skills;
- Build strong working relationships with organizations and business community;
- Possess cultural awareness and sensitivity;
- Work odd or long hours as NexSource schedule demands;
- Lift, carry, and manage equipment and supplies;

This is a terrific opportunity to work in a professional, team focused environment. You have a strong desire to be major contributor to the success of a vibrant and growing organization. If you are up to the challenge of taking ownership and wanting to make a difference, this is an ideal situation. We offer competitive rates, tremendous benefits package and an excellent work/life balance situation. If this position intrigues you, please submit your resume in confidence specifying which position you are applying for, by August 6, 2017, to:

Town of Sylvan Lake

5012 – 48 Avenue, Sylvan Lake, AB T4S 1G6

Attention: Human Resources

F 403 887 3660 | dscott@sylvanlake.ca

