



EMPLOYMENT OPPORTUNITY

Recreation Programs and Services Manager

With a population of approximately 15 800, Cold Lake is a city that offers a wealth of excitement, adventure and entertainment for all in any season. Hugging the southern shores of Alberta's seventh largest lake, this recreational paradise can be accessed in summer and winter through western Canada's largest inland marina. New housing, excellent educational facilities, a multipurpose recreational facility and a college are just a few of the highlights that truly make Cold Lake a community of choice.

The City of Cold Lake is seeking an enthusiastic individual to assume the responsibilities of Recreation Programs and Services Manager. This is a permanent, full-time position.

Reporting to the General Manager of Community Services, the Recreation Programs and Services Manager is accountable for all recreation programming for the City of Cold Lake, including the Energy Centre, Cold Lake Golf and Winter Club, and other venues such as concerts or special events. This position is responsible for the day-to-day operations of the Energy Centre front desk and for ensuring operational requirements are met for the facility. The Recreation Programs and Services Manager is also responsible for the development and maintenance of recreational facility event bookings, Cold Lake Golf and Winter Club bookings, events scheduling, and ensuring concert venues and other special events are carried out in accordance with departmental policy. This position is also responsible for ensuring that fee schedules are properly maintained and reviewed as required. The Recreation Programs and Services Manager works closely with the Recreation Facilities and Parks Manager to ensure service levels and departmental goals are met. As an ambassador for the City of Cold Lake, and a front-line supervisor, this position will strive to ensure superior customer service remains a priority when dealing with members of the community.

The City of Cold Lake is looking for a candidate who possesses exceptional multitasking skills and has the ability to successfully manage multiple projects. The incumbent must be able to remain open-minded and positive. The successful candidate must be trustworthy and able to deal with confidential and/or sensitive information.

The successful candidate will have a University Degree in Business, Recreation, or a related discipline, and 5-10 years' supervisory or management experience, preferably within a municipal or other government setting. A sound understanding of recreation programs and facilities is required, as well as a strong computer skill set, including Microsoft Office. Experience with PerfectMind software is considered an asset. Experience in dealing with grants and budget creation is required.

The City of Cold Lake provides a competitive compensation package to successful candidates. This competition will remain open until July 9, 2017.

The City of Cold Lake thanks all applicants; however only those short-listed for an interview will be contacted.

Submit resumes with cover letter to:

City of Cold Lake

Human Resources

5513 – 48 Avenue

Cold Lake, AB T9M 1A1

Facsimile: (780) 594-4041

Email: humanresources@coldlake.com

Or, apply online at: www.coldlake.com