



Collicutt Centre Program Coordinator

Recreation Parks & Culture Department

We are a municipal government, eager to meet tomorrow's challenges.

Our employees are the cornerstone of our organization and we are always seeking creative and skilled individuals with the ability and desire to succeed.

Selected key responsibilities:

This position is responsible for the planning and coordination of all programs and events at the Collicutt Centre through the provision of leadership to facility programming staff, community groups and businesses; coordination with facility operations, marketing, customer service and bookings staff.

Our ideal candidate for this role has:

- University undergraduate degree in Recreation Administration or Physical Education or other related degree or equivalent combination of education and experience.
- Five years experience in program and event development supervising staff in a recreation / leisure environment
- Thorough knowledge of the principles, practices, methods and procedures used in programming recreation facilities and in the general operational considerations of the facility.
- Thorough understanding of the concept of and application of marketing principles and practices for a facility with a high degree of public accessibility.

What we offer:

In addition to a very competitive salary, we offer a flexible work schedule and a great work environment with a dynamic and dedicated team of likeminded professionals.

Please note that this position is a term position anticipated to be 13 months in duration.

This position closes on January 19, 2012.

For more information or a more detailed job description, please visit our website at www.redddeer.ca