

EMPLOYMENT OPPORTUNITY:
Recreation, Culture and Tourism Administrative Assistant
Full Time Position – \$26.11-\$31.18/hour

SUMMARY OF FUNCTION

Reporting to the Recreation and Culture Manager the Administrative Assistant provides support to the department in areas such as administration, research, development and coordination.

KEY DUTIES AND RESPONSIBILITIES:

- Maintain all record keeping including manuals, procedures, and checklists.
- Provide clerical support including keeping accurate records and writing applicable reports.
- Book facilities, travel and accommodation for the department.
- Schedule appointments, conference calls etc.
- Manage the 'You Can Play Too!' subsidy program for the Town.
- Prepare agendas, take minutes, and participate in all applicable meetings and seminars.
- Manage the Town of Sylvan Lake's security card system.
- Sit on the Health and Safety Committee for the Recreation and Culture department. Ensure all documentation is completed and up to date.
- Knowledgeable of all the Recreation & Culture offerings and NexSource facilities;
- Maintain an orderly workflow according to priorities;
- Receive, distribute, track and respond both verbal and written responses to customer service inquiries/communications from public, community partners, and stakeholders on behalf of the department;
- Interface positively with seniors, school/educational programs, schools, community groups and deal with parents;
- Willingness and ability to work flexible hours as scheduled;
- Promote, support and enforce the Town Health and & Safety Policy and Procedures, and Provincial Occupational Health and Safety Act requirements;
- 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 for the procurement and ordering of supplies and equipment for the department.
- Perform other duties essential to the position (as required);
- Maintain a Commissioner for Oaths appointment in good standing.

TRAINING AND EXPERIENCE REQUIREMENTS:

- 2-3 years' experience in a Municipal Setting;
- Two years successful experience in a Recreation/Sports related business in an administrative position;
- Diploma administration, business or a combination of experience and education or a related field would be an asset;
- Strong phone and email etiquette to make customers feel they are well informed and appreciated;

Profit from work-life

balance

- Good communication skills, both written and oral, along with strong customer service skills;
- Sound knowledge of TOSL Recreation & Culture's programming, sports, aquatics and special event events for a wide variety of age groups and backgrounds would be an asset;
- Previous experience in Municipal administration;
- Excellent organizational and time management skills;
- Excellent listening skills to provide solutions;
- 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;
- Criminal Record and Vulnerable Sector Checks will be required;
- Good communication skills, both written and oral, along with strong customer service skills;
- Demonstrate a dedication to the position and the community;
- Develop positive relationships with volunteers and co-workers;
- 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 a tremendous benefits package and a strong team to work with. If this position intrigues you, please submit your resume in confidence specifying which position you are applying for by September 24, 2021 to:

Town of Sylvan Lake

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

Attention: Human Resources

F 403 887 3660 | employment@sylvanlake.ca

