



EMPLOYMENT OPPORTUNITY

Recreation Facilities Superintendent

The Town of High Prairie Recreation Department is currently seeking a qualified and innovative individual for the position of Recreation Facilities Superintendent.

Under the direction of the CAO, the Recreation Facilities Superintendent is responsible for the execution of all tasks relative to the recreation offerings within the Town of High Prairie for the region. This includes oversight of the recreation facilities in order to provide for safe and inclusive opportunities for sport and recreation and promote a healthy lifestyle. Specifically the position will supervise the arenas and Jaycee Park and manage/supervise the aquatic center.

Recreation opportunities are offered 7 days a week and may require the position to alter their work hours to accommodate customer demands.

Responsibilities:

1. Deliver recreation programs that meet patrons needs.
2. Prepare operational and capital budgets.
3. Operate within legislative requirements
4. Supervise the Arena/Jaycee Park manager and manage/supervise the Aquatic Center.
5. Adhere to and recommends policy/bylaw and/or service level changes.

Qualifications:

Post secondary education in a related discipline

5 years supervisory experience

3 years of budgeting experience

The Town of High Prairie offers a competitive salary complete with an excellent benefits package. Competition will close on April 30, 2021 or will remain open until suitable candidate is selected.

Attn:

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Town of High Prairie – Recreation Department