



Recreation & Facilities

RECREATION & FACILITIES MANAGER

Position Description:

The Recreation & Facilities Manager will oversee the department as well as ensure the delivery of a wide range of services to the community. The successful candidate will hire, train, supervise and motivate staff; prepare and control the departmental budget; provide for long range planning and facility maintenance and development; development and implementation of programs and services that meet the recreation needs of the community; as well as act as a liaison to various community groups and organizations.

Qualifications:

- Preference will be given to a candidate who possesses a post-secondary degree in Recreation Administration along with 3 – 5 years related work experience
- Experience supervising and managing staff
- Human Resource Management training at a supervisory level is an asset
- Experience in building/facility operations and maintenance an asset
- Experience with long range capital planning, budgeting, preparing spreadsheets, work planners, as well as preparation and implementation of contract agreements
- Comprehensive knowledge of safety standards and practices
- Exceptional communication and interpersonal skills
- Proficiency in Microsoft Windows and Office
- Equivalent combination of education and experience will be considered
- Valid Class 5 Alberta Driver's license, valid insurance, and reliable vehicle for travel

Comprehensive employee benefit package is available. A detailed job description is available for pick up from the address below or by e-mailing psuiter@vegreville.com

Salary to commensurate with education, experience and qualifications

**Submit Resumes by 4 p.m. September 22, 2017 to the attention of:
Town of Vegreville Recreation & Facilities**

Mr. Paul Suiter

4509 48 Street

Vegreville, AB T9C 1K8

Fax: 780-632-7759

Ph: 780-632-3100

Email psuiter@vegreville.com

Thank you to all that apply. Only those selected for an interview will be contacted.