



## EMPLOYMENT OPPORTUNITY

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# PARKS, RECREATION AND FACILITIES ADMINISTRATIVE ASSISTANT

### POSITION SUMMARY

A Parks, Recreation and Facilities Administrative Assistant is responsible for managing administrative tasks related to the parks and recreation department, including scheduling facility rentals, processing program registrations, handling customer inquiries, maintaining records, and supporting overall operations, often acting as the primary point of contact for the public regarding park usage and recreational activities.

This employee is a respected member of an effective working team, dedicated to maintaining and improving our community, and as such, they serve the public with courtesy and respect.

As an employee this person shall establish and maintain a good working relationship with all departments. Sound judgement and discretion must be used when responding to inquiries regarding classified and confidential information.

### DUTIES & RESPONSIBILITIES

- Answering phone calls, greeting visitors, providing information about park facilities, programs and schedules, addressing customer concerns and complaints.
- Managing facility rentals, including processing reservations, collecting fees, and ensuring accurate calendar updates.
- Processing registrations for recreational programs, managing participant information and collecting fees.
- Responsible for daily cash closing procedures and preparation of the daily bank deposit and related correspondence with the Corporate Services Department.
- Responsible for the reconciliation of the general ledger to various system sub ledgers.
- Maintaining accurate records of park usage, program attendance, facility maintenance and other relevant data.
- Preparing reports, generating correspondence, filing documents, managing office supplies and assisting with budget tracking in correlation with the Corporate Services Department.
- Assisting with the creation and distribution of promotional materials for parks and recreation programs.
- Maintaining the parks and recreation department website with current information about programs, events and facility availability.
- Schedule and supervise daily duties of Guest Representatives (Cashiers).
- Ensuring adherence to department policies and procedures related to safety, facility and program guidelines.
- Actively participates in the Town of Vegreville Safety Program.
- Other duties as assigned.

## **QUALIFICATIONS & KEY COMPETENCIES**

- Grade 12 diploma plus post-secondary training from a recognized institution in office administration or business administration. An equivalent combination of education and experience will be considered.
- Excellent verbal and written communication skills.
- Continuing knowledge in computer and office equipment technology.
- Effective interpersonal skills in dealing with staff, peers and the public under all types of conditions.
- Ability to work independently and in a team environment, while maintaining a positive and supportive approach.
- A high degree of personal initiative with good planning and organizational skills, as well as the ability to portray a high degree of integrity and professionalism.
- Proficient with Microsoft Word, Excel, and Outlook.
- Strong attention to detail and accuracy in data entry and record keeping.
- Knowledge of the community, local parks, recreation programs and facilities.

**Application deadline is Friday, March 28, 2025, at Noon. To apply, email your resume and cover letter to [employment@vegreville.com](mailto:employment@vegreville.com).**

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