

RECREATION WORKER

Temporary / Full-Time

A great place to live, work and grow! The Community Services Department of Red Deer County has a temporary, full-time position for a dynamic and highly motivated **RECREATION WORKER** to supplement our ongoing focus in the delivery of customer service excellence. Red Deer County focuses on providing a challenging work environment with an emphasis on skill enhancement and professional training and development.

Key Responsibilities

Reporting to the Community Services Coordinator, this position acts as a representative of Community Services. This is done by liaising and working with community groups, schools, recreation and sports organizations or individuals to provide support and awareness of available community development services provided by Red Deer County.

Detailed duties of the Recreation Worker position include, but are not limited to:

- Liaise with organizations and community groups through participation in interagency meetings, community events, and committee meetings throughout the service area.
- Share and collect information from community groups and act as a representative of Community Services.
- Encourage and facilitate cooperation and coordination with/among other services by working closely with community, recreation, and sports organizations seeking their assistance with administrative support, expertise and facility donations for programs and events.
- In collaboration with the Community Services Coordinator, provide guidance, consultation, and mentorship to community groups to meet service needs including group facilitation, board development, grant information, strategic planning and ongoing support.
- Provide information to school agencies and local groups through presentations, workshops, conferences, and the media to increase awareness and understanding of community development services provided by Red Deer County.
- Respond to general requests by individuals, groups, agencies, media, and others for information referral, presentations, facilitation, general guidance, or input.
- Undertake other tasks, projects, and responsibilities as required within the scope of the position.

Qualifications

- Completion of a post-secondary certificate or diploma related to recreation, social services, or community development.
- A minimum of three (3) to five (5) years related experience, particularly with a community-based agency.
- A combination of acceptable education and experience may be considered.
- Must have or be willing to acquire extensive knowledge of the community, various agencies, community groups, and resources.
- Self-starter who can work independently.

- Experience with or willingness to carry out informational presentations or other public speaking opportunities.
- Ability to learn and adapt to changing conditions, work within a deadline-oriented environment.
- Excellent customer service focus with the ability to deal with the public and various community groups, agencies, and volunteer boards.
- Ability to work with confidential and sensitive information.
- High degree of accuracy in work processing (MS Word), spreadsheets (MS Excel), as well as data-entry experience is essential.
- Valid Class 5 drivers' license, with acceptable drivers' abstract.
- Acceptable Vulnerable Sector Criminal Records Check.
- Experience in a local government environment is also considered an asset.

Additional Information

The successful candidate will be required to work Monday through Friday, 8:30 a.m. – 4:30 p.m. Some evening and weekend shift may be required.

Wage: \$33.18 per hour

Term: January 3, 2023 – November 30, 2023

Qualified parties are requested to submit a detailed resume and cover letter to Red Deer County no later than **4:30 p.m. Friday, December 9th 2022** to:
Lisa Steel – Human Resources Assistant
lsteel@rdcounty.ca

We thank all applicants for their interest; however, only those invited for an interview will be contacted.