

Employment Opportunity

Supervisor, Community Development

Permanent Full-Time

The Town of Morinville is a growing community on the doorstep of Metro Edmonton. Developed on a foundation of rich heritage and culture spanning 100+ years, it offers an excellent quality of life with convenient access to all nearby big city amenities while retaining the characteristics of a vibrant and flourishing centre for the surrounding rural community.

Reporting to the Manager, Community Services, the Supervisor, Community Development responsible for supporting healthy, self-sustaining community groups. These groups provide recreation, sport, leisure, and cultural opportunities for the community through organizational development, programs and events, special projects, information and referral services, and community group partner agreements.

Key Responsibilities:

- Ongoing liaison with not-for-profit recreation organizations, service clubs and community organizations by supporting and responding to requests for program development support, facility and organizational needs, and capital development projects, providing professional, transparent, and timely communications and information.
- Provide supervision, oversight, performance management, conduct annual performance appraisals, continuous coaching and support to ensure staff achieve their targets and goals. Includes Community Recreation, Facility Bookings, Culture and Events.
- Ensure town residents are informed and engaged in community events, initiatives, programs and community education such as Pitch-In, Communities in Bloom, and Festivals.
- Manage the project development of recreation, parks and facilities in collaboration with internal and external stakeholders including community sport and recreation organizations, service clubs, and civic departments.
- Coordinates programs and special projects outlined in annual work plans, including special events, cultural programs, project support, research, grant submissions, proposal and contract development, and project management.
- Responsible for the Community Development Budget, and coordinating and managing the Recreation Access Program, JUPA, Allocation, Annual Fees and Charges Bylaw Review, creating reports as requested, Department Annual Workplan, and tri-annual reporting.
- Ensure compliance with Town policies, procedures, safety regulations, Alberta Occupational Health and Safety Act, including incident reporting, safety audits, hazard assessments, and community advisory on public risk management.

Requirements:

- Bachelor's Degree in Physical Education, Kinesiology, Recreational Administration, or a related field with 3 years of experience, or a Post-secondary Diploma with 5 years of experience (combinations and equivalents of education and experience may be considered).
- Demonstrated expertise and experience in community recreation, including program development, organizational development, facility project/process management, and financial management.
- Valid Class 5 Drivers Licence and access to a personal vehicle required.
- Proven ability to establish and maintain relationships with community groups and stakeholders.
- Excellent research and report writing, public presentation, and public engagement skills.
- Previous experience in overseeing staff, including staff scheduling, training, and evaluating.
- Proficient skills in all Microsoft Office programs are required.
- Strong interpersonal communication skills, conflict resolution, written and oral communication skills.
- Attention to detail and accuracy, problem solving skills, along with a high level of initiative and ability to work independently.
- Effective time management and organizational skills.
- The successful candidate will be required to provide a vulnerable sector criminal record check and drivers abstract as a condition of employment.

Compensation/Hours of Work:

Annual salary range of \$78,631 to \$93,889 (7 Step Grid), based on a 35-hour work week. We offer a comprehensive benefits package including Pension, professional development opportunities, and a supportive work environment.

Application Deadline: **Monday, July 8, 2024, at 12:00pm (noon)**

Submit resume and cover letter quoting

"Comp # 202424-SCD" to:

Human Resources, Town of Morinville
10125 100 Avenue, Morinville, AB T8R 1L6
Email: hr@morinville.ca | Fax: 780-939-5633 | Web:
www.morinville.ca

We thank all applicants for their interest; however, only those under consideration will be contacted.

The Town of Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.