

# EMPLOYMENT OPPORTUNITY

## WOODLANDS COUNTY



### About our municipality:

Woodlands County is a rural municipality approximately 150 kilometres northwest of Edmonton, with an area of 7,668 square kilometres. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 4,550 people, Woodlands County is a thriving natural playground, welcoming families, businesses and tourists alike to experience and enjoy all there is to offer.



### Submit your cover letter and resume by referencing the competition number.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

#### Position Type

Permanent  
Full-time (36.25 hours/ week)

#### Hours of Work

Monday to Friday  
8:15 am - 4:30 pm  
Some evenings and weekends

#### Competition Close Date

Friday, March 28, 2025

### Parks & Recreation Coordinator, Whitecourt

Competition No: 2025-012

Woodlands County is seeking a Parks & Recreation Coordinator to support the planning, development and enhancement of parks, facilities and initiatives. This role involves coordinating recreational leases, maintaining asset data, ensuring compliance with County policies and contributing to long-term parks and recreation initiatives.

### Functional Responsibilities:

The position is responsible for:

- Assist in developing capital improvement plans for park and facility acquisition, development and maintenance. Support recreation projects by ensuring safety, fiscal responsibility and contractor oversight.
- Review, renew and maintain recreational leases and public land dispositions while ensuring accurate asset data entry and compliance with County policies.
- Review and update related policies, including the Recreation Master Plan, to align with County goals.
- Liaise with regulatory bodies, external agencies and provincial departments to foster partnerships and enhance recreational opportunities.
- Assist in budget preparation and research, prepare and apply for grants and funding opportunities to support parks and recreation initiatives.

### Functional Requirements:

- Excellent interpersonal skills with the ability to develop and maintain key relationships with regulatory bodies, stakeholders, and community organizations.
- Ability to work in a team environment that requires timely decision-making, direction on complex and emerging issues, and providing general assistance to staff, the public and non-profit organizations.
- Strong organizational, communication and problem-solving skills.
- Knowledge of relevant provincial and municipal legislation, policies and programs.
- Understanding of safety and regulatory standards applicable to parks and recreation.

### Qualifications & Education Requirements:

- Post-secondary diploma or degree in Parks and Recreation, Municipal Administration, or a related discipline is preferred.
- Minimum two years of experience in both fieldwork and administrative coordination of recreation or an equivalent combination of education and experience.
- Proficiency with asset management and GIS software.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- A valid Class 5 driver's license.

### Contact Us

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