



Leisure Services Supervisor

Temporary Full-time – 35 hours per week for approximately 12-18 months

\$38.11 - \$47.64/hour

(wage currently under review)

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect, and Leadership guide our team's work to support community wellbeing and connection, making Leduc a place where people want to live, work and play.

Come work with us!

We are currently recruiting for a Temporary Full-time Leisure Service Supervisor for the Program Services Department.

What is the opportunity?

Reporting to the Manager, Program Services, the Leisure Services Supervisor plays a key role in the planning, coordination, and delivery of spontaneous sport and recreation opportunities across City of Leduc facilities. This position supports the development of inclusive, accessible, and engaging drop-in leisure activities that promote health, wellness, and community connection for residents of all ages and abilities.

The Supervisor is responsible for overseeing day-to-day operations, supporting staff, and ensuring high-quality customer experiences. This includes managing equipment and facility use, coordinating special events, and contributing to the continuous improvement of Leisure Services. The role also provides leadership to Leisure Attendants and collaborates with internal teams and community stakeholders to ensure safe, responsive, and well-promoted programming.

Please note: The job description for this position is currently under review. Responsibilities and scope may be refined as part of that process. This posting reflects the general nature and intent of the role.

What will you do?

- Lead the planning, coordination, and delivery of spontaneous sport and leisure activities in recreation facilities
- Support the development and implementation of inclusive, safe, and engaging drop-in programs aligned with community needs and trends
- Supervise and support Leisure Attendants, including recruitment, training, scheduling, and performance feedback
- Ensure a high standard of customer service and facility safety, responding to public/stakeholder inquiries and resolving issues effectively
- Manage equipment inventory, maintenance, and purchasing for leisure activities
- Collaborate with internal teams (e.g., Guest Services, Facility Operations, Marketing) to promote programs and ensure smooth operations

- Coordinate and support the delivery of special events and incidental community use
- Monitor and evaluate program effectiveness, contributing to service improvements and reporting
- Promote a positive and safe work environment by following OH&S practices and City policies

Who you are:

- A collaborative and proactive leader with experience in recreation, sport, or leisure programming
- Strong organizational and communication skills, with a focus on customer service and community engagement
- Ability to manage multiple priorities, lead a team, and adapt to evolving service needs
- Knowledge of recreation trends, inclusive programming, and risk management practices is an asset

What do you need to succeed?

You are an ideal candidate if you have the following:

- Post-secondary Certificate in Administration, Business, Recreation, or a combination of education and experience in a related field
- 3 years of related work experience in a recreation facility, recreation programming, and customer service
- 1 – 3 years supervisory experience
- First Aid certification (required)
- Strong proficiency in Microsoft Office 365 programs.
- Experience with budgets, IntelliLeisure software, and working in a municipal setting are considered assets.

What We Offer:

- Competitive wage
- Annual City of Leduc recreation pass, including access to free drop-in programs
- Flexible Work Schedule
- Professional Development: Training and growth opportunities to support your long-term goals
- Employee Family Assistance Program
- Free parking

Important Notes:

- This position primarily works weekdays; however, occasional evening and weekend work is required to meet operational demands
- The successful candidate must be willing to provide a current Criminal Record Check (Vulnerable Sector) and Child Intervention Check at their own expense

Ready to Join Us?

This is more than a temporary position - it's your opportunity to shape how residents of all ages experience recreation, wellness, and community connection in Leduc. If you're passionate about creating inclusive, engaging, and active spaces where people can thrive, we'd love to hear from you!

Apply today by submitting your resume at: www.leduc.ca/careers

Competition closes at **11:59 PM (MT) on July 29, 2025**. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest; however, only those selected for interviews will be contacted.