

Employment Opportunity

Facility Bookings Clerk

Permanent Full-time

Reporting to the Supervisor, Community Development, the Facility Bookings Clerk manages a high volume of facility bookings across multiple Town of Morinville venues, including the Morinville Leisure Centre (MLC), the Morinville Community Cultural Centre (MCCC), sports fields, and local schools. This role requires strong time management, attention to detail, and problem-solving skills to efficiently coordinate a diverse range of bookings, such as events, sports activities, weddings, conferences, and internal programs.

Excellence in client service is a core expectation, as the position serves both external and internal clients. The Facility Bookings Clerk works closely with internal Town of Morinville staff, including facility operators, program coordinators, venue technicians and more, to ensure that event requirements are met while adhering to policies and regulations. Clear communication with clients is essential to guarantee successful event execution and satisfaction.

Key Responsibilities:

- Coordinate all booking requests for the MCCC, MLC and Town Sports Fields and Open Spaces. Booking requests include sport-specific, weddings, funerals, social events, concerts, shows, dance competitions, conferences, training sessions and Town programs;
- Coordinate the allocation and block booking of space for large groups (i.e. schools, sports associations, performing arts), which includes: confirming booking requests and details, and providing adequate information for facility operations staff regarding set up and take down, facility signage, custodial requirements and building opening and closing.
- Administer processes for receiving requests and processing the bookings from user groups and all clients;
- Using the booking software, complete the booking with appropriate and required information to provide complete event details, set up requirements and ensure event layouts are available to all parties who require the information;
- Provide rental agreements to the customer and/or organization, which include regulations governing use of facilities and ensure all user groups have acquired and submitted appropriate insurance as required;
- Maintain all signed contracts as per the records retention policy;
- Send invoices, collect payment and update accounts of applicable users while applying and adhering to established Town financial policies and procedures;
- Processing payments using a Town POS system and applying payments to customer accounts/contracts;
- Compile information and generate reports containing monthly and quarterly statistical information regarding usage and rental activity at the MCCC and MLC;
- Support Guest Services and assist with other programming and event projects as assigned.

Requirements:

- Minimum of Grade 12 education with post-secondary education in office administration, event management or related field of study preferred.
- Minimum of two years of experience in facility scheduling, preferably in a municipal government or public sector environment.
- Equivalent combinations of education and experience may be considered.
- Exceptional customer service, organizational, verbal and written communication skills.
- Proficient skills in all Microsoft Office programs. Experience with MS Dynamics GP software package and/or Rec Desk software is considered an asset.
- A valid Class 5 driver's licence is required.

Compensation/Hours of Work: Annual salary range of \$56,518 to \$67,486 (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, August 4, 2025**

To apply to this position please visit www.morinville.ca/careers

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.