

## ACTIVE START COORDINATOR TERM - 7 MONTHS

Position ID: J0925-0077

Job Type: Term Full Time

Department: Active Living

Number Of Positions: 1

Min Salary: \$32.62/Hour

Max Salary: \$40.78/Hour

Posting Closing Date: September 23, 2025

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As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

### The Opportunity:

The Active Start Coordinator develops, leads and evaluates our Active start and fundamental programming for preschoolers, children and youth. The position oversees the daily operation of childminding, licensed preschool, sport and recreation-based programming, day camps and a youth volunteer program. The Active Start Coordinator is responsible for the onboarding of new staff, as well as providing coaching, guidance, and support to all staff.

- Plans, organizes and evaluates the delivery of all preschool, children's and youth programming at Genesis Place. Accountable for the licensed preschool (Kids Connection) including compliance to the Child Care Licensing Act and Early Learning and Child Care Regulations.
- Conducts research and analysis relating to industry trends, innovation, and leading practices (alignment with the Long-Term Development model through the Canadian Sport for Life Society) to identify service gaps and programming strategies.
- With an authentic service orientation, seek out and leverage professional relationships with like-minded partners in the community who can help to advance physical literacy outcomes.
- Mentors and coaches team members to learn and take ownership for their actions, role, outcomes and relationships. Where applicable, corrective action steps to ensure each member of the team is acting in way that model values and achieves desired outcomes.
- Manages both individual performance and department processes in a timely manner that is consistent with the ethics and values of the organization.
- Recruitment and training of skilled and passionate team members who reflect and embody our values and Long-Term Development approach. Develop and oversee on-boarding and ongoing training procedures related to:
  - o Compliance to all relevant safety legislation and regulations.
  - o Job specific tasks and certifications.
- Foresees and defines issues, generates options and selects solutions (internal changes or external

adaptations) which are consistent with the departmental action plans.

- Coaches and empowers team in a decision-making process that helps to achieve wins the best interest of the customer and the department.
- Recommend plans to meet the needs to customers based on feedback, trends, and issues. Proactive versus reactive.
- Collaborate with the Team Leader on the planning and execution of an annual budget, aligned with business plans.

### **You Bring:**

We are looking for a natural leader that is positive, resilient and possesses a results focused attitude. In addition, a strong service-orientation that flourishes in a 7 day a week operational facility.

- Post-secondary education in recreation related field.
- Related education in physical literacy and/or preschool education would be an asset.
- Standard First Aid Level C, CPR & AED required.
- Early childhood Educator certification would be an asset.
- Minimum 5 years of recreation related experience.
- Minimum 3 years of supervisory experience.
- Experience using PerfectMind registration software would be an asset.
- Proficient in Microsoft Office software.
- Basic budgeting and business planning skills.
- Safety incident reporting and investigation experience.
- Excellent interpersonal and customer service skills.
- Strong leadership and communication skills.
- Strong planning, organization and problem-solving skills.
- Demonstrates maturity, confidence, solid judgement and the ability to work independently.
- Strong reading and writing comprehension skills.

### **We Offer:**

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical and benefits plan.
- Career development and tuition reimbursement.
- Employee discounts, annual adult Genesis Place pass, social events and health & wellness initiatives.

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and are appreciated for their efforts and our overall benefits package reflects that.

### **Additional Information:**

This is a full time (40 hour per week) term position with a possibility of an extension. It will require flexibility in working hours, which may include evenings and weekends to best support staff and facility operations. From time to time, you may be required to step in and lead the programs that you are directly responsible for.

### **Next Steps:**

Candidates are invited to apply online at [www.Airdrie.ca](http://www.Airdrie.ca). We only accept resumes and additional application documents through our online recruitment system. In person applications, email or other online forms will not be considered. If you require an accommodation during any part of the application or hiring process, please contact us and we will work with you to meet your needs.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.