

The opportunity

Leduc County is looking for an experienced and highly motivated Community Recreation Programmer to join our team. Reporting to the Supervisor – Community Programs, this exciting opportunity contributes to the development and delivery of quality community recreation programs and services that are accessible to and promote the health and wellness of Leduc County residents. As a member of the Parks and Recreation team, the Community Recreation Programmer is a key contributor to the achievement of the department's operational deliverables.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

What you will do

- Supports the development and implementation of the department's recreational programs and services.
 - Prioritizes work in a changeable environment.
- Assists with planning and implementing recreation programs and special events to achieve organizational priorities and meet community needs.
 - Organizes and delivers recreation programs and events throughout the County.
 - Manages facility bookings, equipment rentals, program registration and processing fees, and maintains program registries.
- Supports the Supervisor – Community Programs and liaises with Communications to develop program advertising and schedules.
- Supports the Supervisor – Community Programs to create awareness of community recreation resources including volunteer and not for profit information.
 - Fosters and maintains relationships with community partners to build recreation capacity.
- Maintains the Leduc County Recreation Programs and Events Facebook page.

- Supports the Supervisor – Community Programs with mentoring summer program personnel.
 - Assists training seasonal personnel on Leduc County's recreation programs.
- Provides event support and planning assistance to other department personnel.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for working in compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required and assigned.

What you need to succeed

Must-have

- A degree or diploma in a recreation and leisure program or a related field.
- One to three years' experience in recreation program planning.
- Proficiency with Microsoft Office suite of tools and other database and spreadsheet applications.
- Must be energetic, motivated, and have the ability to interact and motivate a variety of people of various demographics.
- Standard First Aid and cardiopulmonary resuscitation (CPR) Level C, or the willingness to obtain these certifications is required.
- A criminal records check – vulnerable sector and a valid Alberta Class 5 Alberta Driver's license are required.

Nice to have

- Experience with administering social media accounts.

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$64,772.00 and \$80,966.00, flexible work options that include: a one day/week hybrid work from home; Earned Day Off (EDO) program and others, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

How to apply

Applications must be submitted via our website leduc-county.com to be considered.

We thank all applicants however only those selected for an interview will be contacted.