

# Employment Opportunity

## Recreation and Fitness Coordinator

### Permanent Full-time



The Town of Morinville is seeking an energetic, community-focused Recreation and Fitness Coordinator to join our Community Services team. Reporting to the Supervisor, Community Development, this position provides leadership for community recreation and community development through recreation by planning, coordinating, and evaluating inclusive recreation, fitness, sport, and wellness programming at the Morinville Leisure Centre (MLC) and Morinville Community Cultural Centre (MCCC).

This role supports service-level improvements in how recreation and community programming are delivered in Morinville, strengthening community connection, inclusion, and well-being through intentional program design, partnership-building, and coordinated delivery of community and corporate initiatives. The Coordinator provides leadership to instructors and program contractors and plays a key role in enabling and sustaining major community initiatives, including signature events such as the parade.

#### Key Responsibilities:

- Plan, coordinate, and evaluate inclusive recreation, fitness, sport, and wellness programs that strengthen community connection, belonging, and participation across all ages.
- Apply a community development lens to program design, ensuring offerings are accessible, culturally relevant, and responsive to community needs and trends.
- Lead community recreation initiatives that build civic pride, social connection, and resident well-being.
- Develop and maintain strong partnerships with Indigenous communities, schools, sport groups, community organizations, and regional partners to co-create recreation opportunities.
- Coordinate and support community-wide and corporate initiatives in collaboration with internal partners, including Fire Services, Community Peace Officers (CPOs), and RCMP.
- Provide leadership and coordination support for major community initiatives and signature events, including the community parade, ensuring sustainability and positive community impact.
- Work closely with Communications to support promotion, messaging, and public engagement for programs and community initiatives.
- Coordinate instructors, contractors, coaches, equipment, facility spaces, and program logistics to ensure effective delivery.
- Ensure safe program delivery in alignment with OH&S requirements, industry standards, and Town policies.
- Track and analyze participation, attendance, and financial performance to support program evaluation and continuous improvement.
- Support cost recovery and financial sustainability through participation growth, scheduling efficiencies, and program adjustments.
- Prepare quarterly and annual program statistics and reports to support operational planning and budgeting.
- Maintain accurate program records, contracts, risk management documentation, and scheduling tools.
- Respond to participant feedback and inquiries to ensure high-quality customer service and positive community experiences.

#### Requirements:

- Post-secondary diploma in Recreation Management, Kinesiology, Physical Education, Fitness & Wellness, Community Development or a related field is required.
- Minimum of 2 years of experience in recreation, fitness, or wellness programming; municipal experience is an asset. (Note: combinations and equivalencies of education and experience may be considered)
- Standard First Aid & CPR/AED; fitness certifications such as AFLCA, CanFitPro, or NCCP are considered strong assets.
- Experience coordinating employees, instructors, contractors, or community partners.
- Strong organizational, customer service, communication and leadership skills.
- Proficiency with Microsoft Office and recreation management systems.
- Ability to work in active, fast-paced environments with frequent interruptions.
- Class 5 Driver's Licence.
- The successful candidate will be required to provide a Criminal Record Check.

**Compensation/Hours of Work:** Annual salary range of \$66,791 to \$79,752 (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:** Sunday, January 11, 2026

To apply to this position please visit [www.morinville.ca/careers](http://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.*

