

Employment Opportunity

Community Development Coordinator

Permanent Full-Time

Are you passionate about creating vibrant communities where people feel connected and engaged? Reporting to the Supervisor, Community Development, the Community Development Coordinator plays a key role in enhancing the quality of life for residents by planning, coordinating, delivering, and evaluating inclusive recreation programs, community events, cultural initiatives and other community development opportunities that foster participation, connection, belonging, and community well-being. Working collaboratively with internal departments, community organizations, schools, contractors, volunteers, and regional partners, the Community Development Coordinator leads a broad range of community initiatives from concept through implementation. The position balances recreation programming event coordination, operational planning, community partnerships, and customer service while ensuring services are safe, inclusive, financially responsible, and aligned with the Town's strategic priorities.

Key Responsibilities:

- Develop, coordinate, implement, and evaluate seasonal recreation, culture, leisure, and community programming opportunities, initiatives, and assigned events for a variety of ages, interests, and abilities.
- Apply a community development approach to programming and event planning that supports inclusion, accessibility, participation, civic pride, community connection, and resident well-being.
- Coordinate program and event logistics, including scheduling, facilities, transportation, contractors, instructors, equipment, supplies, staffing support, volunteers, budgets, registrations, and operational requirements.
- Provide operational oversight of the Community Bus program, including day-to-day supervision, scheduling, operational coordination, and support for the Community Bus Programmer and Community Bus Drivers.
- Develop and maintain collaborative relationships with schools, community organizations, contractors, user groups, regional partners, volunteers, and community stakeholders.
- Collaborate with internal departments to support the planning, promotion, delivery, and evaluation of community programs, initiatives, and events.
- Monitor registration, participation trends, customer feedback, and operational effectiveness, and recommend improvements to programs, services, events, and community initiatives.
- Provide leadership, coordination, communication, and scheduling support for program contractors, instructors, and assigned employees to ensure consistent, high-quality service delivery.
- Coordinate accurate content for the seasonal Program Guide and work collaboratively with Communications to promote programs, events, and community initiatives.
- Support the development and implementation of community partnerships, projects, and strategic initiatives that strengthen community engagement and enhance quality of life for residents.
- Ensure programs, initiatives, and assigned events are delivered in accordance with Town policies, occupational health and safety requirements, and risk management practices.

Requirements:

- Post-secondary diploma in Recreation Management, Kinesiology, Physical Education, Event Management, Community Development or a related field is required.
- Minimum two years' experience coordinating recreation, community, culture, leisure, or municipal programming.
(Note: combinations and equivalencies of education and experience may be considered)
- Standard First Aid & CPR/AED is required.
- Experience supervising employees, contractors, volunteers, or program staff is considered an asset.
- Experience working within a municipal, recreation, or community services environment is considered an asset.
- 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 is required.
- The successful candidate will be required to provide a Criminal Record Check and Drivers Abstract Consent form.

Compensation/Hours of Work: Annual salary range of \$66,791 — \$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: **Monday, August 3, 2026.**

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 upon request for candidates participating in all aspects of the selection process.