



- POSITION TITLE:** RECREATION AND YOUTH COORDINATOR
- RESPONSIBLE TO:** Town Manager and Community Services Director
- REPORTS TO:** Community Services Director
- WORK WEEK:** 37.5 Hours
- IMPORTANT NOTE:** This position may require the Employee to work evening and weekends from time-to-time and/or additional hours over and above the normal work week.
- SUBORDINATE POSITIONS:** Seasonal and Part Time Positions
- POSITION SUMMARY:** Under the supervision of the Community Services Director, this position is responsible for the coordination and provision of Community Services including the promotion, administration and evaluation of program development, special event planning, youth and recreation facility programming, bookings and operations. This will also involve liaising and coordinating with program facilitators.
- EDUCATION/EXPERIENCE:** A Degree or Diploma in Recreation Studies or Business Administration is preferred. A combination of education and experience may be taken into consideration. Experience in FCSS would be considered beneficial. Supervisory experience would be considered an asset.
- REQUIRED QUALIFICATIONS:** A valid class 5 driver's license and access to a vehicle. Standard First Aid and CPR. Completed Criminal Record Check with Vulnerable Persons Section and Child Welfare

#### **POSITION RESPONSIBILITIES**

1. Plan, implement and evaluate youth and recreation programs that meet the needs of the community.
2. Monitor youth and recreation programs to ensure that programs are delivered within guidelines and prescribed budgets.
3. Assist in and/or plan, organize and promote large-scale events, which may include but are not limited to, Family Day, Volunteer Appreciation events, Senior's Week, Canada Day and Town Christmas activities.
4. Assist Community Services Director in preparation of annual budgets for the department.
5. Research funding opportunities, prepare grant applications, and further develop program partnerships for our community.
6. Manage communication to all staff regarding programs.

7. Compile information and prepare reports detailing programs, costs, numbers of participants and equipment and facility use.
8. Develop, coordinate and maintain up-to-date information and online registration regarding programs being offered at the Community Services facilities and events happening in the Community Services Department. Communication mediums will include, but not be limited to:
  - i. Program booklets
  - ii. Newsletters and publications
  - iii. Website updates
  - iv. Social media updates
9. Responsible for the overall programming and operation of the Youth Centre.
10. Act as the Summer Programs Coordinator for the summer season in the delivery of programs, facility bookings, transportation, and hiring/mentoring of seasonal staff and the FLY (Fostering Leadership in Youth) program.
11. Assist in ensuring staffing requirements for Community Services operations are met.
12. Assist Family and Community Support Services (FCSS) as necessary.
13. Any other duties as directed by the Community Services Director.

**Closing Date: This position will remain open until a suitable candidate is in place.**

Please reply with a cover letter, resume, salary expectations, and three (3) professional references to:

Stephanie Wilibnisky, Community Services Director, Town of Gibbons  
P.O. Box 68  
Gibbons, AB T0A 1N0  
Phone: (780) 923-3331  
Fax: (780) 923-3691  
Email: [swilibnisky@gibbons.ca](mailto:swilibnisky@gibbons.ca)

Only those selected for an interview will be contacted.