

Summer Program Coordinator - Recreation Technician III Job Number: 51177

The City of Edmonton is looking for Program Coordinators to join our Outdoor Recreation Experiences Team, within the Community Recreation and Culture Branch. This role focuses on the development and delivery of free and registered based programs and camps. In this role, you will plan, coordinate, supervise and evaluate all aspects of both the Green Shack Program and Leaders in Training (LIT) Program throughout the City. You will succeed in this role if you can achieve results in a respectful, inclusive and service-minded way.

To visualize what it is like to be on our team, visit [The City of Edmonton Recreation & Sports Talent Hub](#)

What you will do?

- Recruit, hire, train, lead, evaluate, coach and supervise program staff and LIT's
- Coordinate publicity, book facilities and organize supplies and registration for assigned programs
- Ensure program and participant safety procedures are being followed
- Collaborate with organizations, agencies and individuals on specific programs or events
- Support programs that deal with games, sports, crafts, music, drama and special events
- Providing excellent customer service to internal and external stakeholders, including parents, 311 phone calls and more
- Develop programs and program resources within established registration, revenue and expenditure guidelines
- Monitor program budget and cash handling procedures
- Record ongoing statistics, sharing status reports with the supervisor on all activities, including attendance
- Other related duties as required

Qualifications:

- Degree or Diploma in Recreational, Education, Leisure Studies or a related discipline with training in Program Development
- Minimum 1 year of experience in Program Delivery, with a focus on children and/or youth programs

Skills required for success:

- Supervisory experience, including coaching and mentoring staff
- Experience in delivering or supervising programs outdoors
- Experience in budget monitoring and reporting
- Current knowledge of successful processes for developing, delivering and evaluating programs
- Outstanding interpersonal abilities, including exceptional verbal and written communication, facilitation, and presentation skills
- Ability to foster a strong team environment with teams of varying sizes through courage, inclusivity, collaboration and creativity
- Proficiency with Google Workspace (Gmail, Docs, Sheets)
- Exceptional organizational and time management skills, with proven abilities in problem-solving, customer service, and conflict resolution
- Program Coordinator positions will begin March 5, 2025 to August 29, 2025
- Alignment to our Cultural Commitments and Leadership Competencies (<https://bit.ly/4brRrXm>)
- Embracing a culture of equity, diversity, reconciliation and inclusion (<https://bit.ly/3hd2d95>)

Conditions of Employment:

- Current Standard First Aid and CPR (level C) are required prior to commencing employment
- Hire is dependent on Police Information Check including Vulnerable Sector check satisfactory to the City of Edmonton
- Valid Alberta Class 5 driver's license (or provincial equivalent). Must obtain business auto insurance for personal vehicle use on City business
- Applicants may be tested

Work Environment:

- The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance
- Ability to work outdoors under various weather and environmental conditions

The City of Edmonton values applicants with a diverse range of skills, experiences and competencies, and encourages you to apply. We strive to provide reasonable access and accommodations throughout the recruitment process. To request an accommodation, please contact employment@edmonton.ca. Learn more about our benefits <https://bit.ly/COEbenefits>.

Up to 7 temporary full time positions for up to 6 months

Hours of Work: Up to 33.75 hours per week. Evening and weekend work is required.

Salary: \$29.918 - \$37.546 (Hourly)

Talent Acquisition Consultant: JP/JR

.Edmonton rests in the heart of Treaty Six territory in Alberta and the homelands of the Metis Nation.

Classification Title: Recreation Technician III

Posting Date: Dec 13, 2024

Closing Date: Jan 06, 2025 11:59:00 PM (MST)

Number of Openings (up to): 7 - Temporary Full-time

Union : CSU 52

Department: Community Recreation and Culture

Work Location(s): Various Locations Edmonton (City Wide)