



TOWN OF FORT SMITH

Program Coordinator – Recreation and Special Events

The Town of Fort Smith is seeking a highly skilled and qualified individual who is interested in working in our recreation program. The full job description is available on the Town website at www.fortsmith.ca.

Reporting to the Director of Community Services, the Program Coordinator – Recreation and Special Events is responsible for developing and delivering high quality recreational programs. The Program Coordinator will be responsible for programming that meets the territorial standards and meets the needs of the community.

Qualifications:

- Post-secondary qualification in Recreation Administration or equivalent education.
- A minimum of three years experience in the organization and delivery of recreation programming at a municipal level.
- Successful experience recruiting and supervising staff and volunteers
- Basic computer knowledge and skills, including word processing and basic spreadsheets,
- Knowledge of northern cultural activities and traditional sports and games
- Financial management skills including budgeting and cash flow management
- Sensitivity and respect for individual and cultural differences and an understanding of the northern cultural environment
- Class 5 driver's license
- First Aid & CPR certification
- Satisfactory Vulnerable Sector Check.

Salary & Benefits: Pay Level 25 (\$ 87,695.95 to \$101,873.55) Northern Allowance of \$7,947.62, based on a 40-hour work week.

Deadline: Open Until Filled

Only those applicants selected for an interview will be contacted. Resumes may be kept on file for future consideration.

Please forward applications to:

Emily Colucci, Director of Community Services
Town of Fort Smith
P.O. Box 147
Fort Smith, NT X0E 0P0
Ph: 867.872.8400
Email: reception@fortsmith.ca