

TOWN LOGO

Town of Rocky Mountain House Arena/Community Centre Supervisor

JOB SUMMARY:

- The Twin Arena/Community Centre Supervisor is responsible for overall operations of the Twin Arena Complex and Lou Soppit Community Centre.

DUTIES INCLUDE:

- To oversee the day to day operations of the Twin Arena Complex and the Lou Soppit Community Centre.
- To develop and maintain a program to ensure that the facility is operated in a safe, secure and efficient manner.
- To work within the parameters of the operating and capital budgets.
- Hiring, training and dismissal of staff.
- To enforce Town policies and procedures.

REQUIREMENTS:

- Degree or two (2) year diploma with a specialization in Facilities Operations or Recreation.
- Arena Operations Level 1 & 2 and Building Maintenance.
- Standard 1st Aid and WHMIS Certification.
- Class Five (5) driver's license.
- Mechanical experience is an asset.
- Supervisory experience.
- Safety training.
- Minimum 2 years experience in a Municipal, Recreation or related field.

This is a full-time position that includes a complete benefit package.

Smoking restrictions are in effect.

The successful candidate must provide a criminal record check.

We would like to take this opportunity to thank all applicants, however only those candidates that are short listed for an interview will be contacted.

Forward resume in confidence, including qualifications, experience and references by 1:00pm on May 4, 2009 to:

Lee Chambers

Director – Recreation, Parks & Community Services

Town of Rocky Mountain House

PO Box 1509

Rocky Mountain House, AB T4T 1B2

If you require further information please call (403) 845-3720, fax (403) 845-2028 or email lchambers@rockymtnhouse.com