

## The Town of Rocky Mountain House requires a Bookings & Program Coordinator

Applications are currently being accepted for Full-time position of Bookings & Program Coordinator.

**Job Summary:** This position is responsible for efficient booking of Town facilities, including contract requirements. Maintain the computer registration software. This position would also assist with Recreation , Parks, Community Service Programming.

### **Duties to Include:**

- Ability to work with Community clubs, groups and organizations on a professional level
- Ability to schedule and book all Town facilities and schools
- Ability to demonstrate a strong, clear understanding of Recreation, Parks and Community Services procedures
- Ability to work effectively with the public, department heads, and fellow staff
- Ability to oversee the computer registration/booking program
- Receptionist support as required
- Other duties assigned that are related to this function
- Assist with the preparation and circulation of four (4) program guides
- Assist with programming for special events. Examples include Canada Day, Hockey/Slo-pitch Tournament, Festival of Culture, Halloween Haunted House, Sports Swap and Community Garage Sale
- Assist with the Implementation of Community Services programs for the Town of Rocky Mountain House. Provide opportunities for individuals to participate in a variety of programs identified for children, youth, teens, adults, families, senior citizens and special user groups on a year round basis

### **Requirements:**

- Post Secondary Education, or Community Services background would be an asset
- Strong computer background in a Windows environment. Must have knowledge of Microsoft, Word and Excel.
- Exceptional organization, oral and written communications skills
- Ability to work with the general public on all levels in an efficient, courteous and professional manner
- Ability to work overtime when required

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

Hours of work: Monday to Friday 8:30 - 4:30. ( 35 hrs a week)

The successful candidate must pass a criminal Records and Child Welfare Check.

Forward resume in confidence, including qualifications, experience and references by 12:00 p.m. on July 14, 2010 to:

Lee Chambers, Director Recreation, Parks and Community Services  
Town of Rocky Mountain House  
Box 1509, Rocky Mtn. House, AB T4T 1B2  
Facsimile: (403) 845-2028  
E-mail: lchambers@rockymtnhouse.com

***We thank all applicants in advance, however, only those candidates chosen for an interview will be contacted.***