



Town of Foam Lake Job Description

Job Title: Leisure Services Coordinator

Position Summary:

The Leisure Services Coordinator plays a vital role in supporting and enhancing the recreational and cultural offerings within the Town of Foam Lake. This position is established to lead a variety of programming initiatives while providing essential administrative support to the Leisure Services Director. The Coordinator will be instrumental in the planning, promotion, and execution of community events, recreational programs, and departmental operations that contribute to the overall quality of life for residents.

This dynamic role requires a general knowledge and genuine interest in municipal recreation services, along with a passion for community engagement. The ideal candidate will demonstrate exceptional public relations and communication skills, strong organizational and time-management abilities, and a collaborative spirit. Adaptability is key, as the position involves managing multiple priorities, responding to evolving community needs, and working in a fast-paced, service-oriented environment.

The Leisure Services Coordinator will serve as a key liaison between the public, municipal staff, and community stakeholders, ensuring that programs and services are delivered efficiently, inclusively, and with a high standard of excellence. This position offers an exciting opportunity to make a meaningful impact on the social and recreational landscape of Foam Lake.

Key Responsibilities/Duties:

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

1. Program & Event Coordination
 - Lead the planning, organization, and facilitation of community programs, workshops, and special events.
 - Coordinate logistics such as venue booking, staffing, supplies, and participant registration.
 - Evaluate program success and gather feedback for future improvements.
2. Community Engagement
 - Foster positive relationships with local organizations, volunteers, and residents to encourage participation and collaboration.
 - Represent the department at community meetings, events, and public forums when needed.
3. Reception & Public Interaction
 - Serve as the first point of contact for the department by answering phone calls and responding to inquiries from the public with professionalism and courtesy.
 - Provide accurate information regarding programs, events, facility bookings, and departmental services.
4. Records & File Management
 - Maintain organized and up-to-date paper and digital records, including registration forms, attendance sheets, budget documents, and promotional materials.

- Ensure confidential information is handled securely and in compliance with municipal policies.
- 5. Marketing & Communications
 - Design and distribute promotional materials for programs and events using tools such as Canva, Publisher, and social media platforms.
 - Regularly update the Town's website and social media accounts as well as print advertising to reflect current offerings and announcements.
- 6. Operational Support
 - Assist the Leisure Services Director with daily administrative tasks, scheduling, meeting coordination, and departmental communications.
 - Support the implementation of departmental goals and initiatives.
- 7. Budgeting & Financial Tracking
 - Assist in the creation, monitoring, and reconciliation of budgets for programs, events, and special projects.
- 8. Document Preparation
 - Draft, edit, and format correspondence, reports, meeting agendas, minutes, and other official documents as required.
 - Ensure all written materials reflect a high standard of professionalism and accuracy.
- 9. Grant & Funding Research
 - Research and identify potential grant opportunities, sponsorships, and funding sources to support departmental initiatives.
 - Assist in preparing grant applications and supporting documentation.
- 10. Facility Support
 - Assist with scheduling and coordination of facility rentals and bookings.
- 11. Other Duties
 - Perform other related duties as assigned or that may arise as part of the evolving needs of the department.

Desired knowledge, abilities and skills

1. Event & Program Insight
 - Knowledge of recreational programming principles, event planning logistics, and community engagement strategies.
 - Ability to assess program effectiveness and contribute to the development of new initiatives.
2. Administrative & Procedural Knowledge
 - Solid understanding of general office procedures, including filing systems, scheduling, correspondence, and record-keeping.
 - Familiarity with municipal government operations, particularly in the context of recreation and community services.
3. Organizational Excellence
 - Proven ability to manage multiple tasks simultaneously while maintaining attention to detail and meeting deadlines.
 - Skilled in prioritizing workloads in a dynamic environment with shifting demands and seasonal fluctuations.
4. Communication Skills
 - Exceptional written and verbal communication abilities, with a confident and adaptable approach to engaging diverse audiences.
 - Comfortable preparing reports, promotional materials, and professional correspondence.
5. Relationship Building

- Ability to establish and maintain positive, respectful, and productive working relationships with Town of Foam Lake staff, elected officials, committees, volunteers, and members of the public.
 - Demonstrates diplomacy, discretion, and a community-first mindset in all interactions.
6. Teamwork & Initiative
 - Strong interpersonal skills with a collaborative spirit and the ability to work effectively both independently and as part of a team.
 - Self-motivated with a proactive approach to problem-solving and continuous improvement.
 7. Technical Proficiency
 - Advanced computer skills, including proficiency in Microsoft Office Suite (Word, Excel, Publisher, Outlook).
 - Experience or familiarity with digital tools such as Xplor Recreation, Google Drive, Canva, and social media platforms is an asset (in-house training available).
 - Comfortable learning new software and technologies to support departmental operations.
 8. Creative & Promotional Skills
 - Ability to design engaging promotional content for print and digital platforms.
 - Understanding of branding, community outreach, and effective marketing strategies for public programs.

Qualifications, Work Hours, and Compensation

1. Preferred Qualifications
 - Grade 12 or equivalent; candidates with post-secondary education or relevant work experience in recreation, community development, public administration, or a related field will be given preference. A demonstrated passion for community engagement and recreational programming is highly valued.
 - Clearance of an RCMP Criminal Record Check and Vulnerable Sector Check will be required.
2. Work Schedule
 - This position requires flexibility in scheduling to accommodate program needs and seasonal demands.
 - Hours will be 25 hours per week.
 - While the majority of work will occur during regular business hours, schedule is flexible to accommodate the employee.
 - Occasional evening or weekend shifts may be required to support special events or programming.
3. Compensation & Benefits
 - Compensation and benefits will be in accordance with the Town of Foam Lake's policies and employment standards.
 - Vacation pay will be included with each payroll cycle.
 - Additional training and professional development opportunities may be provided to support success in the role.