



Director of Tourism, Parks and Recreation

The Town of Fox Creek, conveniently situated on Highway 43 in Northwestern Alberta, mid-way between Edmonton and Grande Prairie, is seeking a Director of Tourism, Parks and Recreation. The Town offers a broad range of indoor and outdoor recreational opportunities, excellent health care facilities and a K – 12 education facility is available within the community.

This full time permanent position (40 hours/week) is integral to our organization and the growth of tourism as an industry. The successful candidate will be a dynamic self-starter, whose primary responsibility will be for the overall management of Town operated recreation facilities, including but not limited to the arena, pool, playgrounds and campgrounds. The Director works with the Chamber of Commerce to develop programs and services to promote tourism opportunities with local businesses. The incumbent will have well-developed time and resource management skills with the capacity to develop and implement ongoing plans and schedules for the operations, maintenance and improvements of all Town operated recreation and park facilities.

The ideal candidate will have a Degree in Recreation or other related discipline from a recognized post secondary institution. This position requires Recreation Facility Personnel Pool Operator II Certification and Arena Operator I Certification I, including CPR Level C with AED Certification. The candidate requires three to five years experience preferably in a municipal setting with supervisory, facility operations and financial experience. The candidate should have a sound knowledge of budgeting for operating and capital items or projects.

If you would like to submit your application or would like more information regarding the responsibilities of this position, please feel free to contact:

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This competition will remain open until a suitable candidate is found.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.