



EMPLOYMENT OPPORTUNITY

Seasonal Recreation Supervisor (Competition Number: 2025-02)

Who WE Are

The Town of Crossfield, located just 30 minutes north of Calgary and 15 minutes from Airdrie, is a fast-growing, vibrant community with a population of over 4,200 residents. As a mid-sized town, Crossfield offers the perfect blend of small-town charm and access to big-city amenities, making it an ideal place to live and work. Our progressive, collaborative work environment is built on teamwork, innovation, and a shared commitment to enhancing the quality of life for our residents. Join us in helping shape the future of Crossfield as we continue to grow and thrive.

YOUR Opportunity

The Town of Crossfield is dedicated to fostering a vibrant and active community through engaging in recreational programs and events. Reporting to our Recreation and Events Coordinator, our Recreation department is seeking two dynamic Seasonal Recreation Supervisors (May to August 2025) to lead and oversee summer recreational activities that meet the needs of residents between the ages of 8 and 18 years during our peak season. This is a fantastic opportunity to work in an energetic environment and make a positive impact on the community.

YOUR Essential Functions

- Develop, organize, implement, and supervise recreational programming including activities, games, and field trips for young residents of the community.
- Maintain accurate records and ensure regular assessments of programs and activities occur to ensure continuous improvement and success.
- Develop and update key documents and forms (e.g. registration forms, waivers, etc.).
- Market programs and activities to the community to ensure that residents are aware of opportunities.
- Ensure the safe execution of programs and excursions.
- Coordinate with Crossfield Day Camp for collaboration of programming when needed.
- Perform other assigned duties, functions, and responsibilities as directed by the Recreation and Events Coordinator and/or the Director of Community and Protective Services.

What YOU Bring

Education & Experience:

- Must be 18 years of age or older, have a grade 12 diploma or equivalent, a valid Class 5 Drivers' License, and a willingness to learn.
- Post-secondary education in related fields would be considered an asset, completed or ongoing.
- Proficient with computers and all aspects of Microsoft Office
- Knowledge of the social and recreational needs and desires of youth in the community is considered an asset.
- The successful candidate will be required to provide a vulnerable sector check, as well as a current 3-year driver's abstract.

Skills & Abilities:

- Strong planning, organizational, and problem-solving skills; must be fact-based and detail-oriented.
- Exceptional attention to detail with a high level of accuracy.
- Works under pressure, meets deadlines, and is adaptable to changing priorities.
- Demonstrates active listening, and exceptional communication (verbal and written) and public speaking skills with attendees, citizens, and fellow employees.
- Strong Interpersonal skills to foster collaboration across departments and with external partners.
- Self-motivated and independent, comfortable working with minimal direction and as part of a team.
- Customer service aptitude, ability to deal with difficult situations with tact and diplomacy.
- Demonstrates creativity, ambition, initiative, and decisiveness.
- Strong sense of work and personal ethics.
- Ability to encourage community involvement and relationship development in activities and events.
- Ability to maintain confidentiality in dealing with internal and external information.
- Commitment to fostering a safe and inclusive workplace.

What WE Provide

This is a seasonal full-time position (35-hour work week) Monday to Friday; some evenings and weekends may be required. The Town of Crossfield offers a competitive wage and a supportive team environment.

Join the Town of Crossfield and be an integral part of a dedicated and community-focused team!

How to Apply:

Interested candidates are invited to submit their resume and cover letter quoting **Competition Number: 2025-02** to:

Human Resources
Town of Crossfield
Box 500, Crossfield, Alberta T0M 0S0

Email: HR@crossfieldalberta.com

The position will remain open until **April 25, 2025**. Please note that all applicants must be legally entitled to work in Canada. We thank all applicants for their interest; however, only those selected for an interview will be contacted.