



EMPLOYMENT OPPORTUNITY

Seasonal Recreation Supervisor

(Competition Number: 2026-02)

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 Summer Recreation Supervisor is a seasonal position that supports the youth within the community, providing safe summer recreational opportunities that meet the needs of young residents primarily between the ages of 8 and 18 years, including activities, games, and field trips.

Work will involve the planning, implementation, and promotion of safe and suitable programs for youth, encouraging community involvement and relationship development in leisure activities and events. This position requires clear communication and positive, light, but professional interactions with attendees, residents, and fellow employees. The Summer Recreation Supervisor role within a municipality can be diverse in nature and include a variety of responsibilities.

YOUR Essential Functions

Recreation:

- Develop, Organize and supervise recreational programming and activities for young residents of Crossfield.
- Maintain accurate records and ensure regular assessment takes place of programs and activities to ensure continuous improvement and success.
- Develop and update key documents and forms (i.e. registration and waiver forms)
- Market programs and activities for the community ensuring that residents are aware of the available opportunities.
- Ensure the safe execution of programs and excursions.
- Coordinate with Crossfield Day Camp staff for collaboration of programming when needed.
- Keep the Arena Supervisor informed of issues or concerns that may affect arena operations.

Health and Safety:

- Read, understand and comply with all municipal health and safety policies, safe work practices, procedures and rules.
- Wear safety equipment, personal protective devices and clothing required by occupational health and safety legislation and the Town of Crossfield when needed
- Notify supervisors of any unsafe conditions or acts that may endanger yourself and other workers.

- Report all incidents, near misses, occupational illnesses and work refusal to supervisors as soon as possible
- Participate in safety meetings and formal inspections

Other Duties:

- Assist the Recreation & Events Coordinator with community events and activities when required.
- Perform other duties as assigned by the Recreation & Events Coordinator

What YOU Bring

Education & Experience:

- Grade 12 education or equivalent (GED)
- Post Secondary education in related fields would be considered an asset
- Knowledge of relevant Town of Crossfield policies and procedures
- Knowledge of Social and recreational needs and desires of youth in the community.
- Working knowledge of computers and Microsoft Office.
- Valid Class 5 driver's license with driver's abstract.
- Standard First Aid, CPR and AED certification.
- Current criminal background with vulnerable sector check.

Skills & Abilities:

- Ability to effectively organize work and establish priorities.
- Exceptional attention to detail with a high level of accuracy.
- Ability to establish and maintain a high degree of public relations.
- Demonstrate creativity, ambition, initiative and decisiveness.
- Can work under pressure, meet deadlines and adapt to changing priorities.
- Comfortable with Public speaking.
- Strong communication skills, both verbally and written.
- Active listening and problem-solving skills.
- Effective and creative problem-solving skills are required.
- Customer service aptitude with ability to deal with difficult situations with tact and diplomacy.
- Self-motivated and independent, comfortable working with minimal direction and as part of a team.
- Strong sense of work and personal ethics and a commitment to client confidentiality.
- Ability to compose routine and sometimes technical documents.

What WE Provide

This is a full-time position (35-hour work week) working evenings and weekends as required. The Town of Crossfield offers a competitive wage, pension plan, excellent benefits package, 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: 2026-02** to:

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

Email: HR@crossfieldalberta.com

The position will remain open until **February 28, 2026 at 4:00**. 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.