

TOWN OF VULCAN

Job Description

POSITION:	Community Services Assistant
DEPARTMENT:	Recreation/Tourism/Economic Development
IMMEDIATE SUPERVISOR:	Community Services Manager
IMMEDIATE SUBORDINATES:	Visitor Services Advisor/ Seasonal Staff
STATUS/HOURS OF WORK:	Permanent/Full time – 37.5 hrs per week

SUMMARY OF POSITION:

Under the direction of the Community Services Manager, the Community Services Assistant provides support where needed in the operation of Vulcan Recreation, Tourism and Economic Development. This could include planning and running of programs, events, volunteers, and facilities. This position coordinates activities with other departments, outside agencies and the general public as well as promotes our town and available services.

TASK DESCRIPTIONS:

- Assist with the coordination of promotion, staffing, services and operational activities of the Tourism and Recreation departments.
- Maximize public understanding and increase awareness of the benefits of recreation and tourism within the community.
- Respond promptly to telephone, e-mail and in-person inquiries.
- Assist in marketing initiatives that promote the town, tourism, recreation, and economic development.
- Coordinate booth bookings and participate in expos or tradeshows to promote the town.
- Coordinate and assist in booking the use of town owned and joint use facilities.
- Assist in the creation, editing and distribution of the biannual recreation guide.
- Participate in the development and implementation of objectives, policies and procedures.
- Assist in the projection and control of budget items related to recreation and tourism.
- Assisting in planning of community events and recreation programming.
- Organizing and executing planned community events and recreation programming.
- Research funding opportunities such as grants, prepare and process application forms.
- Prepare and maintain records, reports and stats concerning new or ongoing programs and program effectiveness.
- Attend and participate in partnering agency meetings, staying abreast of new objectives that are relevant to the Tourism and Recreation departments.
- To undertake any other associated duties as assigned within the Recreation or Tourism departments.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

- Have a minimum of a high school diploma or equivalent.
- Previous experience within the recreation or tourism field an asset
- Experience working with Microsoft Office products, including Excel, Word and Outlook
- Experience working in Canva and Adobe Suite
- Must possess a valid Alberta Driver's license.

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- A positive police security clearance (with the Vulnerable Sector Check)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Have sound knowledge of recreation and tourism programming implementation.
- Excellent organization and time management skills.
- Demonstrates mature written communication and report writing skills.
- Ability to work under stressful situations and stay calm; have excellent problem solving skills.
- Ability to work with minimal supervision and also work as a team member when needed.
- Strong written and verbal skills to communicate with a diverse range of individuals.
- Ability to communicate courteously and effectively with the public.
- Ability to effectively manage interruptions and prioritize workload on short notice.
- Willingness to learn and adapt to change.
- Be able to work some evening and weekend shifts when required.

ACCEPTANCE

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name: _____ Signature: _____ Date: _____

Supervisor Name: _____ Signature: _____ Date: _____