

EMPLOYMENT OPPORTUNITY

Job Requisition No.: 904100

This Job Requisition No. must be included on your application.

Recreation Officer I

Coordinator Advisory Board on Services for Persons with Disabilities & Edmonton Youth Council
1 Temporary Position (Approximately 8 months)
Civic Service Union 52
21CC - Community Services - Community Support
Work Location: 5th Floor Revillon Building

Opening Date: 17-JUN-2005
Closing Date: 27-JUN-2005
Internal applicants, please include your payroll number.

FUNCTIONS: Provide ongoing support to the Advisory Board on Services for Persons with Disabilities and to the City of Edmonton Youth Council. Duties include:

- Preparing for monthly Board and Committee meetings, arranging facilities, preparing and circulating information, minutes, correspondence and reports in a timely and efficient manner.
- Attending meetings, preparing agendas, taking/writing minutes, preparing follow-up correspondence and writing reports.
- Researching current and emerging issues, reimbursement of Board Member's expenses, preparing budgets.
- Provide consultation on disability issues to management and community stakeholders.
- Responding to information requests from City of Edmonton Staff, the public and City Council.
- Coordinate Youth Council events and activities.
- Member of the Section Advisory Board Support Team
- Other duties as required.

JOB REQUIREMENTS:

- University graduation in Recreation Administration or a related degree.
- A minimum of three years experience in the field of community recreation with a demonstrated ability in program development, facility operation and/or provision of information/referral.
- Knowledge and experience working with persons with disabilities is required.
- Demonstrated competency in organizational development.
- Knowledge of universal design/ barrier free design guidelines are an asset.
- Excellent collaboration, networking and conflict management skills
- Strong Presentation Skills and ability to work as part of a team.
- Applicants will be required to arrange their own transportation and where appropriate will be reimbursed in accordance with City of Edmonton policy. This may require the applicant to obtain business use auto insurance.

Note: A security clearance is a condition of employment. The Check must be completed prior to commencement of employment and is the financial responsibility of the candidate.

HOURS OF WORK: 33.75 hours per week, Monday – Friday. Hours of work may be subject to the terms and conditions of a variable hours of work program.

SALARY RANGE: 21M, Salary Grade: 019, \$24.27 - \$30.50 (Hourly), \$1,638.09 - \$2,059.02 (Bi-Weekly), \$42,754.15 - \$53,740.42 (Annually). The rates quoted are in accordance with a collective agreement between the Union and the City of Edmonton.

GENERAL: Civic Service Union 52 members are requested to send a copy of their application for this competition to the union office. The City of Edmonton thanks all applicants for their interest in this employment opportunity; however, only those candidates considered for the position will be contacted.

Applications or resumes must reference the Job Requisition Number and must be submitted to the drop-off box at the Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB, T5J 2R7 or faxed to (780) 496-8063 by the closing date.