



# *Come Join Our Team*

## **Program Coordinator**

The South Fish Creek Recreation Association (SFCRA) is seeking a creative, dynamic, forward thinking team player to fill the role of **Program Coordinator** at Cardel Rec South.

The South Fish Creek Recreation Association (SFCRA) is a not-for-profit organization that operates Cardel Rec South; a very busy community recreation facility. We are proud to offer our patrons four ice arenas, gymnasiums, eight multi-purpose rental/program rooms, and a variety of recreation programs. In addition, we have numerous tenants whose services complement our mandate.

We are proud to be an equal Partner in the delivery of services and operations of the South Fish Creek Complex, a multi-partner recreation, education and library complex located under one roof in the Shawnessy Towne Centre.

The Program Coordinator will be solely responsible for researching, developing and implementing a variety of educational, social and recreation programs geared towards our diverse community.

The successful candidate would do well to network with our Complex partners and community at large to identify programming needs and opportunities, whether they be drop-in, registered or special events.

### Qualifications & Expertise required:

- 18+ years of age
- Min 2 years post-secondary education
- Min 2 years related experience
- Superior computer skills
- Superior organizational skills
- Police Information and Vulnerable Sector Checks
- Able to work independently as well as in a team environment
- Current First Aid, CPR and AED certification
- Class 5 Driver's license
- Staff recruitment and management
- Financial management
- Self-motivated

SFCRA offers an excellent wage/benefits package designed to recognize and reward hard work, dedication and passion for those adding to our positive, customer-oriented association.

START DATE: negotiable

HOURS OF WORK: 40 hours/week including days, evenings and weekends

Applicants are asked to submit their application/cover letter and resume in person, via Canada Post or email to:

Cardel Rec South  
#100, 333 Shawville Blvd. SE,  
Calgary, Alberta T2Y 4H3  
E-mail: [work@cardelrec.com](mailto:work@cardelrec.com)

Email attachments are to be either in pdf or word.doc format.

DEADLINE FOR APPLICATIONS: 12:00pm September 25

Cardel Rec South/SFCRA thanks all applicants; however, only those shortlisted for an interview will be contacted.