

Company: CRANSTON RESIDENTS ASSOCIATION

Job Type: Full-time Program & Events Coordinator (37.5 hours/week)

Date Posted: March 2nd, 2010

Location: Calgary, AB

Deadline: March 19th, 2010



The Cranston Residents Association (CRA) is a not-for-profit corporation whose purpose is to manage, maintain and operate the 22,000 square foot Century Hall Facility, eight (8) acre Park and Community amenities. We are currently seeking a highly motivated individual to carry out the responsibilities of a full-time Program and Events Coordinator.

SCOPE OF RESPONSIBILITY

The position of Program & Events Coordinator is responsible for all aspects of programming and special events including administrative and office responsibilities.

AUTHORITY

The Program & Events Coordinator reports to the General Manager (GM) and is responsible for the areas outlined herein, and other duties as determined from time to time.

SPECIFIC DUTIES

Without limiting the generality of the foregoing, the Program & Events Coordinator is responsible for performing the following specific tasks:

PROGRAMS AND SPECIAL EVENTS

- Research, develop, plan, implement and evaluate various programs, social groups and events to meet the needs of the residents of the community;
- Maintain and promote a wide variety of programs and community events and offer new programs on a regular basis;
- On-going research/development and analysis of new programs, trends, events, seminars, etc.;
- Schedule appropriate rooms and times for programs and special events;
- Obtain feedback from participants of programs and events;
- Keep Customer Service Representatives (CSR's), maintenance and office personnel updated on the status of programs and events and any set up/takedown and clean up they are required to assist with;
- Ensure there is sufficient equipment for programs and events and ensure all equipment is in safe, proper working order;
- Purchase supplies and equipment as needed for programs and events, as approved by GM;
- Address relevant questions, comments, and concerns of Residents in a timely manner;
- Work within the programs and events budgets;
- Fundraising/Sponsorship recruitment and partnership development;
- Provide expected program and event income and expenses on a monthly basis; and
- Back up support to the Office Administrative Coordinator and CSR's.

PROGRAM INSTRUCTORS

- Locate qualified/certified instructors for all programs (ensure instructors are screened);
- Ensure all instructors have signed contracts for each session;
- Monitor all instructors' performance and provide timely feedback; and
- Work with instructors to improve programs (through customer feedback/evaluations).

COMMUNICATIONS

- Write, edit, and produce the calendar/brochure of events and activities for distribution to the residents (4 issues per year);
- Ensure all current contact information for the facility and current information for upcoming programs, events, seminars, registration dates, etc. are clearly advertised in the Calendar; and
- Maintain the website to ensure up to date and correct program and event information is available.

MEMBERSHIP

- Validate and issue membership cards;
- Maintain accurate files; and
- Answer phones and return messages in a courteous and timely manner.

QUALIFICATIONS

Specifically, the qualifications are:

- Post secondary education in Recreational Administration, Physical Education, Sports Administration, or related experience;
- Minimum two (2) years experience (*or equivalent work experience shall be considered*);
- Strong background in program design/implementation and creative target marketing skills are assets;
- Experience in overseeing social, cultural, recreational programming and services;
- Event planning, development, delivery and coordination;
- Must have good communication and computer skills paired with a working knowledge of recreation administration programs.
- Knowledge of Publisher and ActivNet a definite asset;
- Strong leadership, management and training skills along with knowledge of financial and project management;
- Problem solving, negotiation and conflict resolution skills are required with proven interpersonal, public relations, presentation, verbal and written communications skills;
- Must be able to work with others and take direction;
- Basic accounting knowledge and/or experience;
- Bondable;
- CPR and First Aid Certification;
- A valid Class 5 Drivers License; must submit a drivers abstract;
- A favorable background investigation and/or reference check at the company's expense; and
- Salary will be commensurate with qualifications and experience and includes a full benefits package.

If you are seeking a challenging and rewarding career opportunity, please apply in the form of a resume and cover letter detailing qualifications and experience relative to the position along with salary expectations, and will be accepted by the undersigned **until 5:00pm on Friday, March 19, 2010.**

We thank all applicants but only those considered will be contacted. No phone calls please. The CRA is an equal opportunity employer.

Cranston Residents Association

Attention: General Manager

11 Cranarch Road, SE, Calgary, AB T3M 0S8

Email: gm@cranstonresidents.ca

Fax: 403-781-6614