

## RECREATION PROGRAMMER

### Department of Athletics & Recreation

**Location:** Lac La Biche Campus  
**Position type:** Full-time continuous position  
**Salary:** \$48,581 to \$63,014 per annum

**Job number:** 23-RPB5-97-PC  
**Posting date:** June 10, 2024  
**Closing date:** Will begin reviewing resumes on June 18, 2024

### ABOUT THE POSITION

Portage College is actively seeking a highly motivated and engaged individual to join the Athletics & Recreation team at the Lac La Biche campus. The Recreation Programmer develops and implements events, activities and services to improve student experience at all campus locations.

Some of the responsibilities include:

- Coordinating and overseeing campus-wide recreational programs and services, including event planning, budget management, facility coordination, and student engagement initiatives across all campus locations, while emphasizing diverse student development and community engagement.
- Conducting research and analysis to devise targeted promotional strategies, executing marketing campaigns, managing distribution channels for promotional materials and social media content, collaborating with various departments for media production and dissemination, and serving as a liaison for community engagement initiatives within Campus Recreation.

### QUALIFICATIONS AND EXPERIENCE

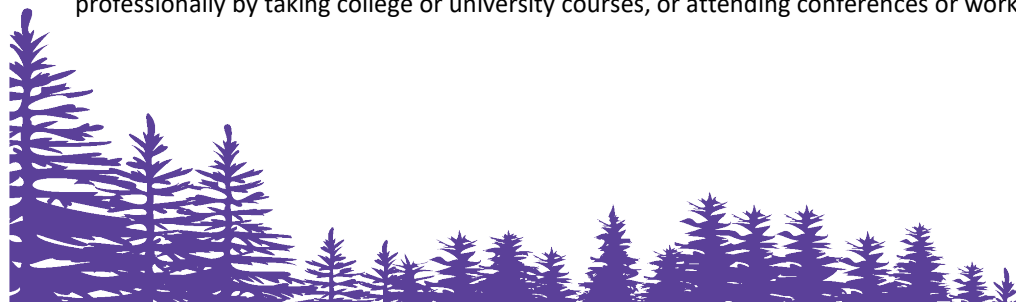
- Post-secondary diploma or certificate in Sports, Recreation, Physical Education or Kinesiology. Equivalencies may be considered.
- Previous experience working in Athletics/Recreation would be considered an asset.
- Knowledge of recreational sports would be an asset.
- Excellent communication and organizational skills are required.
- Must be self-directed and able to prioritize workload with little or no supervision.
- Strong computer skills, especially with MS Office and desktop publishing programs.
- Experience working in a post-secondary setting is an asset.
- Successful applicant will be required to provide a current police information check.

### ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for more than 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

As an employee at the College, you will benefit from generous paid time off, participation in the College pension plan, excellent health and dental benefits, and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops.



## HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to [hr@portagecollege.ca](mailto:hr@portagecollege.ca). If you have any questions, call us at **780-623-5747**. Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

