

POSITION TITLE: Community Development Coordinator

REPORTS TO: Chief Administrative Officer

PRIMARY DUTIES:

1. Emergency Service Plan

Oversees and develops emergency plans, attends quarterly meetings, assist with and coordinates with the Wolseley Fire Department, RCMP, First Responders, and any other organization that may help in implementing plans in case of emergencies.

2. Community Development

Is responsible for coordinating, researching, facilitating, and promoting the economic development activities, and special events/fundraising of the town. Utilizes traditional and social media to promote programs and services.

Establishes and maintains an effective working relationship with all agencies, boards, neighbouring municipalities, and entities that interrelate with the Town.

Participates in interagency meetings to ensure awareness of current services and programs within the community, reduce duplication of services and assist in the identification of service gaps.

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3. Sports and Recreation

Is responsible for coordinating, facilitating, and promoting the recreation and cultural/heritage services.

Acts as an advisor and resource to individuals and/or organizations by aiding, information and resources needed for growth and development on innovative programs and services for the community.

4. Strategic Planning

Sources funds via grant writing, in-kind partnerships, and business sponsorships to enable the development of priority area projects.

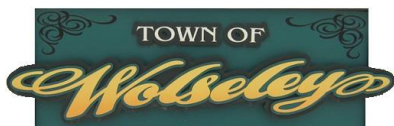
Provides professional leadership and direction to council while collaborating with key stakeholders to develop and deliver strategies that enhance current programs, build capacity, meet emergent needs and community development objectives.

Professionally responds to inquiries from, and facilitates communication with the public, Town staff, media and elected officials with positive, timely and initiative-taking decisions and actions taken within the primary focus areas.

Prepares and presents a monthly report to Council regarding monthly activities and ongoing projects and recommends appropriate action or requests ratification for action to deal with matters requiring Council approval.

Professionally responds to inquiries from, and facilitates communication with the public, Council, Town staff, and media with positive, timely and initiative-taking decisions and actions taken within the primary focus areas.





WAGE AND BENEFITS:

The Town of Wolseley has a competitive Benefits package for the successful candidate and wage will depend on experience.

HOW TO APPLY:

Please send resume to: **Town of Wolseley**
 P.O. Box 310
 Wolseley, SK S0G 5H0
 FAX: 306-698-2053
 EMAIL: townofwolseley@sasktel.net

Any further information needed please contact JoAnne Yates, CAO at 306-698-2477.

