



*Cypress County*

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## **SUMMER EMPLOYMENT OPPORTUNITY**

### **SUMMER GAMES COORDINATOR**

Cypress County has a temporary vacancy for a Summer Games Coordinator from May – August, approximately four (4) months.

Working under the direction of the Director of Municipal Services, duties include coordinating athletes and registration for the Southern Alberta Summer Games; event advertising and promotion; act as the regional contact and information liaison for games inquiries; preparing the Cypress County parade float; preparing the final report for Summer Games and performing other related duties.

Our ideal candidate is energetic, dependable and reliable; possesses excellent interpersonal and communication skills; a self-starter and has previous experience working with children. Compensation for the position is \$19 - \$22 per hour, based on education & experience.

**Required Qualifications:**

- Successful completion of Grade 12 or equivalent (GED)
- Class 5 operator's license with acceptable driving record.
- Proficient in using Microsoft Office, web-based programs and email.
- Previous experience working with children and youth.
- Successful completion of a Criminal Records and Vulnerable Sector Check.
- Preferred consideration will be given to those planning to obtain post-secondary education.

If this opportunity interests you, please forward your resume and cover letter no later than:

**4:30 pm on Monday, February 11, 2019 to [competitions@cypress.ab.ca](mailto:competitions@cypress.ab.ca)**

*Cypress County would like to thank all applicants for their interest and time.*