



# Community Development Support Facilitator - Arts, Culture, & Heritage

**Competition number:** RR 2022 0064

**Department:** Community and Protective Services - Recreation and Cultural Services

**Close Date:** October 10, 2022, at 10:00pm MT

**Salary range:** Competitive Salary including a comprehensive benefits package.

The City of Spruce Grove is a fast growing, dynamic city committed to building and maintaining a fiscally responsible community that serves our residents, attracts visitors, and promotes future growth. Through the actions of the Values We Live By, accountability, communication, leadership, integrity, and respect are encouraged, while maintaining a work, play balance.

## Position Overview

This position provides high quality and strategic support to community groups and individuals whose efforts are grounded in the desire to positively contribute to the community's quality of life. Providing relevant, timely and meaningful support that results in quality grass-roots community programs, events, and services, as well as organizational sustainability and development, by strengthening community leadership, collaboration and innovation with community groups and citizens. Through positive relationship development, they encourage community ownership, contribution, and issue resolution, while professionally representing corporate priorities, resource limitations and processes. Demonstrating effective facilitation and strategic planning skills and a solid understanding of board governance, fund development/grant writing and applicable legislations. This position is responsible for providing support in the areas of special events, issue management, facility development, and program service delivery. They are responsible to lead and/or support the creation, coordination, delivery, and evaluation of community building initiatives, which are corporately and/or community initiated. This position will be assigned a specific portfolio and/or areas of focus (e.g., culture, sport, heritage, recreation, arts, special events, etc.) and reports to the Community Development and Support Supervisor.

## Community Development:

- Recognizing and assuming the appropriate role, supports community development and community capacity building initiatives by determining service levels and appropriate service delivery that aligns with corporate and Council's strategic goals and priorities.
- Facilitates the involvement of the community to identify needs and priorities for the development of community-led programs, services, and resources.
- Initiates processes and strategies to engage participation and identify community needs, interests, gaps, challenges, and opportunities and develops strategies to meet these needs in an effective manner.
- Identifies opportunities for community engagement in the planning and delivery of recreation, parks and culture and related initiatives using a variety of techniques to maximize participate and desired outcomes (IAPP – Inform, consult, involve, collaborate, empower, etc.)

- Establishes and maintains effective links, networks and collaborative relationships with internal departments, external organizations, and allied stakeholders to offer and promote quality of life opportunities for citizens.
- Devise and administer community support initiatives, such as training and workshops, ensuring outcomes are measured consistently.
- Establish and maintain a diverse list of appropriate resources, either in house or electronically.
- Provide support to identified stakeholders in the (re)development of community-owned/operated recreation facilities.
- In conjunction with supervisor and other departments or work units, support the development of communication plans and public participation strategies using the International Association of Public Participation framework.
- Monitors the vitality of community recreation, arts, culture, and sports groups, noting concerns and strategies for support.
- Identifies and develops community capacity, leadership, resources, and support to meet needs and priorities.
- Responds to difficult, controversial and./or complex issues, often without guidance, regarding issues such as community relationships, corporate bylaws, policies and procedures, department philosophy and principles, standing agreements with allied stakeholders and future planning and direction.
- Recognizes and understands the implications of emerging issues which may have broader significance and works with the supervisor and area work team to develop solutions.
- Ensures that where programs, services or resources are provided or shared, clear expectations and accountabilities are established with community groups and individuals.
- Commits department resources within assigned parameters.
- Has knowledge and understanding of community issues and identifies opportunities for department initiatives, which would contribute to mitigating strategies and solutions.
- Initiates processes and strategies to facilitate community involvement in service delivery through information requests concerning different types of programs and services, review and understanding of trends and discussions with related community organizations.
- Facilitates, provides resources and/or training opportunities related to program, event, and service delivery, planning, evaluation.
- Facilitates, provides resources and/or training opportunities, in the context of not-for-profits and board development, leadership, governance and policy development to meet community and internal needs to enhance the effectiveness of volunteers and paid staff.
- Assists the community in identifying and leveraging government or private funding opportunities.

#### **Relationship Building and Networking:**

- Develop professional, collaborative relationships with appropriate neighboring municipal representatives to work in partnership to support community-led goals regarding recreation, sport, art, culture, and event opportunities in a regional context.
- Build and foster professional relationships with public, community groups and other stakeholders.
- Establish, plan, implement and evaluate programs related to recreation, sport, arts, culture, and community development.
- Execute appropriate agreements, leases, contracts and service arrangements with recreation and sport groups for use of City facilities.

#### **Leadership:**

- Provides consultation and guidance to community organizations in the recruitment, development and retention of paid staff and volunteers, as required.
- Ensures risk management and safety standards, which are aligned with legislation and/or corporate standards are followed for staff and volunteers.
- Comply with City's policies and procedures and contribute to a positive safety culture.
- Take all practical steps to work safely at all times and ensure other staff members are also working safely.

- Report all health and safety incidents, near misses as required in a timely fashion.
- Participate in regular Health and Safety meetings and relevant health and safety training as required.
- When assigned, provides leadership internally for department and inter-department initiatives, processes, or planning.
- Participates actively in the strategic and service planning activities of the work unit and cross-departmental work groups, demonstrating a good understanding of corporate planning documents, tools and how they are applied.
- Research trends, best practices and current issues related to the community's needs, issues, and corporate priorities.
- Acts as the professional face of the corporation within the community, ensuring integrity, respect, accountability, and confidentiality are standard.
- Can clearly articulate the benefits, values and outcomes related to participation in recreation, sport, arts, culture activities, and community events.

#### **Community Special Event Support:**

- Support local sport, recreation, arts and culture organizations, schools, and other community stakeholders in the creation, attraction, and delivery of community events.
- Support community-initiated and/or led community events with planning tools, meeting corporate requirements and permissions, and identifying potential challenges and solutions.
- Using examples, tools and feedback, support marketing, grant applications for hosting, site logistics, coordinate supports required, develop relationships with community partners to help assist with tournament details, and increase economic benefit to the community.
- Guides and facilitates community-led special event planning following corporate procedures and processes.
- Using corporate priorities, tools, and policy, recommends levels of support to supervisor for community-led special events.
- Ensures that permissions, permits, fees, corporate contributions, limitations, exceptions, and scheduling conflicts are all addressed and documented.
- Facilitates evaluations and de-briefs with inter-departmental representatives to make recommendations for future events.

#### **Administration:**

- Creates succinct and professional reports, presentation materials and communications (emails, letters).
- Effective records management as per corporate and legislative standards (FOIP).
- Complete all required reporting, financial reconciliation and measurements as required.

#### **Other:**

- Demonstrates understanding and knowledge of City bylaws, policies, statutory and service plans, and decision-making processes and timelines.
- Adhere to the City's established policies, procedures, and standards (written or implied), and any changes or modification which may vary from time to time as deemed appropriate.
- Maintain professional and technical knowledge by attending educational workshops and seminars; establish professional network; and participate in professional societies.
- Performs other duties as required.

#### **Qualifications:**

- Bachelor's degree in Recreation Science or equivalent and 4-6 years of related experience; or,
- Technical or Business Diploma and a minimum of 8 years of related experience.
- Class 5 Drivers License

#### **What we offer:**

- Competitive annual salary
- 3 weeks' vacation to start plus an additional thirteen paid days off per year. (stat holidays)
- 100% employer paid Blue Cross Benefit Plan for you and your family. This included health, dental, travel and vision care.
- 100% employer paid Life Insurance including Accidental Death & Dismemberment, dependent life insurance for your spouse and children and LTD.
- LAPP after a one (1) year waiting period (this will be waived if you are currently in this program)
- APEX Supplemental Pension Plan
- Employee and Family Assistance Program
- Flexible work arrangement options

**Visit our website at [www.sprucegrove.org](http://www.sprucegrove.org) to review the complete position description and to apply online.**