



Website www.town.stpaul.ab.ca

Treaty 6 Flag Raising Ceremony

THURSDAY, AUGUST 23, 2018 10:00 AM LOCATED AT THE LANDING PAD

The Town of St. Paul would like to invite you to the Treaty 6 Flag Raising Ceremony including the traditional drum and pipe ceremony. Any women wishing to participate in the ceremony are asked to wear a skirt as per traditional protocol.

NOTICE

Regular Council Meeting on August 27, 2018 has been cancelled. Next Regular Council meeting will occur on September 10, 2018 at 7 P.M.

EMPLOYMENT OPPORTUNITY



DEPARTMENT OF PARKS & RECREATION

(FULL-TIME EMPLOYMENT – MATERNITY LEAVE POSITION)

Facility Booking and Event Coordinator

Reporting to the Director of Parks and Recreation, the Facility Booking and Event Coordinator is the department lead for the coordination of all booking processes related to Town owned and operated facilities. In collaboration with various committees, departments, partners, and stakeholders, this position is also responsible for the coordination of civic celebrations, festivals, and other hosted activities.

Required Qualifications:

- Experience in customer service and promotions
- Be a leader and team player with strong communication skills
- Proficiency with computers and computer applications
- Experience coordinating events and functions, and familiarity with applicable legislation, grants, and vendors

Desired Qualifications:

- Knowledge of facility booking software systems
- Post-secondary education in office administration, business administration, recreation, or a related field
- Knowledge of Town of St. Paul facilities and amenities

Starting annual salary for this position is dependent on qualifications and experience.

Applications, including a resume, cover letter, and references, to be submitted via email (Word format) to:

> Harvey Smyl, Director of Parks and Recreation Phone: 780-645-1760

Email: hsmyl@town.stpaul.ab.ca

Applications will be accepted until August 20, 2018 @ 12:00pm MST

The Town of St. Paul thanks all applicants for their interest. Only those selected applicants will be contacted for further information and follow-up.

EVENTS &



ST. PAUL AQUATIC CENTER

BRONZE MEDALLION & BRONZE CROSS

August 20 - 24 • 2PM - 6PM • \$160.00 More info: 780-645-3388







PARKS & RECREATION



PRO SHOP TODAY!



FCSS



NEIGHBOURHOOD BLOCK PARTY PROGRAM

"Building a community one block at a time"

Throught the Neighbourhood Block Party Program, individuals, on behalf of their neighbourhood, can apply for funding of up to \$150.00 per year to conduct activities designated in their neighbourhood.



10 Reason to host a Block party:

- 2. To get to know your neighbours
- 3. To build friendships
- 4. To create a sense of belonging
- 5. To celebrate your great neighbourhood
- 6. To increase sense of safety/ security by knowing your neighbours 7. To meet others that you could
- help out or help out in the future 8. To discuss events and
- happenings in your neighbourhood 9. To create a welcoming
- environment 10. To form a group to plan

more fun events!

To apply for the Block Party Rebate Program, please call FCSS at 780-645-5311 or visit www.stpaulfcss.ca to download your own toolkit.

Town of St. Paul