



Employment Opportunity

Maternity Leave- Facilities/Recreation Coordinator

The Town of Bow Island is accepting applications for an individual to fulfill the role of Facilities/Recreation Coordinator to fill an upcoming maternity leave.

Reporting to the Chief Administrative Officer, the Coordinator is responsible for providing first-line reception services to the Administration Office and programming, scheduling, and booking of recreational and community activities.

The successful applicant will enjoy working with the public, have strong computer skills including Microsoft Office, and municipal administration experience. This is a part time position Monday through Friday with occasional evening and weekend work.

For a detailed job description please visit www.bowisland.com/careers. Application will be open until a suitable candidate is found and may be submitted to cao@bowisland.com