



RECREATIONAL ACTIVITIES COORDINATOR

Competition #: CC02022026RAC

Cypress County is a rural municipality located in the southeast corner of Alberta. Home to approximately 7,800 residents, the County offers a relaxed rural lifestyle and a safe, welcoming community. Residents enjoy living on farms, acreage subdivisions, and in 10 small urban communities. With close proximity to the City of Medicine Hat, CFB Suffield, and Cypress Hills Provincial Park, the area offers an [exceptional quality of life](#) and is a great place to live and work.

We have an exciting opportunity for a **Temporary Recreational Activities Coordinator** to join our team for the 2026 summer season. This position is funded through the **Canada Summer Jobs** program and provides an excellent opportunity to gain hands-on experience in a municipal setting. *(Start date is contingent upon acceptance of the Canada Summer Jobs grant and will be approximately May 4, 2026)*

THE OPPORTUNITY

Reporting to the General Manager of Community Services, the Recreational Activities Coordinator will provide administrative support for the Southern Alberta Summer Games by coordinating athlete registrations and serving as the regional contact for inquiries. The role also includes promoting events, supporting other Cypress County special events, preparing the County parade float, and completing final reports for the Summer Games and related projects.

Our ideal candidate is an enthusiastic, organized, and community-minded student who enjoys working with people and supporting local events. They have strong communication skills, a positive attitude, and the ability to take initiative when coordinating multiple tasks.

QUALIFICATIONS

The successful candidate will ideally hold:

- Education or training in recreation, kinesiology, communications, event management, education, or a related field
- Previous experience in sports, community events, or customer service is preferred
- Class 5 operator's license with acceptable driving record is required
- Criminal record check with vulnerable sector search will be required after a conditional offer
- A suitable combination of education and experience may be considered.

ELIGIBILITY – CANADA SUMMER JOBS

To be eligible for this position, applicants must meet the Canada Summer Jobs program requirements:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or person granted refugee protection
- Be legally entitled to work in Canada
- Have a valid Social Insurance Number at time of hire
- International students are not eligible, as per program guidelines

(These eligibility criteria are established by the Government of Canada's Canada Summer Jobs program.)

WHY CYPRESS COUNTY?

Cypress County offers:

- Competitive salary
- A 35-hour work week.
- Support for learning and professional development opportunities.
- The chance to make a meaningful impact while enjoying a balanced rural lifestyle.

To learn more about what Cypress County has to offer please visit our website, www.cypress.ab.ca.

HOW TO APPLY

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

4:30 p.m. on Friday, April 3, 2026, to competitions@cypress.ab.ca

To ensure your application is properly tracked, please include the competition number and your full name in the email subject line.

Subject Line Example: Competition CC02022026RAC – First Last

Please also ensure your **name is clearly indicated on your resume and cover letter**. Applications that are missing identifying information may not be considered.

*Cypress County would like to thank all applicants for their interest and time
but only those under consideration will be contacted*