



VILLE DE - TOWN OF GRAVELBOURG

OFFICE OF ECONOMIC DEVELOPMENT AND TOURISM

P.O. Box 390, Gravelbourg, SK SOH IXO Canada
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POSITION: COMMUNITY RECREATION COORDINATOR

DEPARTMENT: Sport Culture and Recreation

REPORTS TO: Director of Economic Development and Tourism

OBJECTIVE:

To perform a variety of duties associated with providing assistance and support to the Sport, Culture and Recreation Department relating to facility management and community interaction and provides oversight and direction of recreational programming, camps, cultural activities and special events.

OTHER: Directs seasonal program staff, volunteers, instructors and participants. Works closely with Public Works Department.

FUNCTION:

This position is engaged in planning, scheduling, promoting, implementing, coordinating, and supervising recreation programs with involvement in managing sports programs, aquatic program/services, summer camps, cultural activities and special events for the community for a variety of age groups.

PRIMARY DUTIES:

1. Plan, organize, and implement recreation programs by overseeing a variety of sports, culture and recreation activities
2. Ensure continual communication with municipal sport, culture and recreation organizations and promote and maintain effective public relations on behalf of the municipality
3. Prepares and implements promotional material to ensure the general public is aware of programs and services available from the Sport, Culture and Recreation Department through internet and media
4. Plan, organize, supervise and evaluate work of all summer students assigned to the Department providing daily supervision and leadership
5. Assist in preparation of grant applications for facilities and programming within the municipality
6. Be aware of, encourage and provide support for leadership training programs and skill development to sport, culture and recreation based volunteer organizations within the Town
7. Prepares reports and provides information to Manager of Economic Development and Tourism and its Committees, as may be required, with respect to the Community Recreation Coordinator activities and responsibilities
8. Performs other duties as required

EXPERIENCE AND QUALIFICATIONS

The incumbent will require a diploma in recreation or a related field. Sound organizational skills and an ability to effectively communicate with the public are necessary. A minimum of two years' experience in a municipal recreation position is preferred.

The incumbent will also be required to complete a Child Abuse Registry and Criminal Records Check.

Salary: This is a full time position ranging from \$18.00 - \$20.00 per hour depending on education and experience.

ACCOUNTABILITY

Reporting to the Manager of Economic Development and Tourism, the incumbent will determine the sport, culture and recreation needs, interests and opportunities of the Town, including supervisory duties and responsibilities for planning, promotion, coordination and evaluation of municipal sport, culture and recreation programs and services.

The incumbent will be required to exchange information requiring discussion and understanding with members of the general public on a regular basis. Tact and discretion will be required to deal with or settle requests or complaints.

UNIQUE POSITON REQUIREMENTS

The incumbent must be familiar with working in a computerized environment and have a working knowledge of MS Office Applications.

The incumbent will be required to attend evening meetings and all regular or any special council or committee meetings as scheduled.

Work is performed primarily in a standard office environment and at indoor and outdoor recreational facilities, often traveling to different locations. The position may be required to work extended hours, including evenings and weekends.

The Community Recreation Coordinator is required to possess and maintain a valid Class 5 Saskatchewan Driver's Licence and use of his/her own personal vehicle.

Has knowledge of Saskatchewan Public Health Regulations and the Occupational Health and Safety Standards.

Please submit Resumé with references by 5:00 p.m. **Wednesday, January 20th, 2016**
(Thank you in advance for your interest. Only applicants selected for interviews will be contacted).

Attention: Carleen Wallington, Economic Development Officer
Box 390 Gravelbourg, SK S0H 1X0
Email: gravelbourg.edo@sasktel.net
Or drop off in a sealed envelope at the Town Office