



VILLE DE - TOWN OF
Gravelbourg

P.O. Box 359, Gravelbourg, Sask. S0H 1X0
Canada
Telephone: (306) 648-3301 • Fax: (306) 648-3400
e-mail: cao@gravelbourg.ca
website: www.gravelbourg.ca

Employment Opportunity

POSITION: Manager of Sport Culture and Recreation

OBJECTIVE:

To perform a variety of duties associated with the Sport, Culture and Recreation Department, related facility management and community interaction and provide oversight and direction of recreational programming, 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, cultural activities and special events for the community for a variety of age groups.

PRIMARY DUTIES

- Plan, schedule, implement, promote, supervise and evaluate sport, culture and recreation programs, services and facilities operated by the municipality.
- Schedule, supervise, motivate and evaluate all program instructors and appraisal of sport, culture, recreation staff performances
- Undertake inventory of program supplies and handles all program related administrative duties.
- Ensure continual communication with municipal sport, culture and recreation organizations to learn about their needs and provide assistance and support as required within approved department policy.
- Ensure the collection of data necessary for the assessment of sport, recreation and leisure needs and interests in the municipality and recommends any changes to service provision or policy by the department.
- Prepares and implements promotional material and develops marketing strategies to ensure the general public is aware of what sport, culture and recreation programs and services are available through the media and internet.
- Assists in the preparation of the annual operating and capital estimates for the provision of sport, culture and recreation opportunities in the Town.
- Assist in the development, implementation, application and review of department policy and objectives.

- Plan, assign, supervise and evaluate the work of all summer students assigned to the Department providing daily supervision and leadership.
- Is directly responsible to ensure preparation of contracts and scheduling all those facilities under the direct control and/or operation of the department is complete and act as a liaison with all municipal owned and operated facility user organizations.
- Assist in the preparation of grant applications for facilities and programming within the municipality.
- Promote and maintain effective public relations on behalf of the municipality.
- Be aware of, encourage and provide support for leadership training programs and skill development to sport, cultural and recreation-based volunteer organizations within the Town.
- Prepares reports and provides advice or information to Council and its Committees as required with respect to the department's activities and responsibilities.
- Performs other duties as required.

SPECIFICATIONS:

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. The incumbent must also have a valid Saskatchewan Class 5 driver's license.

Salary

This is a full time, 1-year maternity leave term. Salary rate will be based on education and experience.

Accountability

Reporting to the Chief Administrative Officer, 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 is directly responsible for the supervision of all parks and recreation facility staff which includes assigning, checking and evaluation work and resolving normal difficulties. This position has the authority to proceed to the written warning stage of the progressive discipline system.

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 position 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 Manager of Sport, Culture and Recreation is required to provide use of his/her own personal vehicle. The Town will pay mileage as per Town policy.

Please submit resume by 5:00p.m. **Friday March 15, 2019**

Attention: Joan Corneil, CAO

Box 359, 209 Main St Gravelbourg, SK S0H 1X0

Or email to cao@gravelbourg.ca