



November 9, 2020

## **EMPLOYMENT OPPORTUNITY**

### **Recreation Manager**

**Closing Date: November 25, 2020 – 4:30 p.m.**

#### **POSITION SUMMARY:**

The Recreation Manager will facilitate the delivery of public recreation services in the RM of St Clements and develop, in partnership or independently, recreation services in the RM of St Clements. These include but not limited to programs, facilities, and activities, based on the needs of the region, to provide opportunities that builds a healthy, vibrant and strong Individuals and community.

#### **SCOPE:**

In consultation with existing community groups involved in recreation, the incumbent will research and develop quality recreation opportunities, and liaise with the recreation partners in the RM. They will be aware of the community recreation needs and master plan, promote and evaluate services and programs. The Recreation Manager will provide advice and guidance to regional & community organizations to promote recreation opportunities, support volunteer and leadership opportunities and promote the vital role recreation plays in building community and the individual.

#### **POSITION EXPECTATIONS:**

**Programming:** The Recreation Manager shall

- Facilitate, plan, encourage and deliver public recreation programs which will include physical; recreation; artistic and group recreation; intellectual recreation; and audience entertainment (based on identified needs).
- Be aware of the recreation needs of the community members of the area and communicate these to the CAO for policy and program direction.
- Implement programs that will effectively and efficiently meet the needs of the community members.
- Work with other organizations to offer joint recreational programming and avoid duplication of services.
- Prepare budgets, grant applications, marketing tools, program plans, and other records for recreational programs and events.
- Conduct ongoing and final evaluations of programs and services.

**Leadership and Volunteer Development:** The Recreation Manager shall

- Encourage and promote volunteerism as an integral part of the community.
- Develop a high standard of local recreation leadership to provide high quality programs and services.
- Facilitate training opportunities (based on identified needs).

**Resource:** The Recreation Manager shall

- Facilitate the exchange of information between community groups and regional, provincial and federal organizations.
- Provide consultation services to community and volunteer organizations to strengthen their ability to meet community needs and provide services that reflect those needs.
- Provide information and resource materials for community organizations within the Municipality.
- Serve as a resource person to community organizations for the planning and development of facilities, programs, and projects.
- Provide access to resources that would encourage sustainable facilities.
- Advise and assist community organizations and/or individuals in the selection and application of appropriate grants.
- Complete grant applications for recreation programs and projects in the municipality

**Public Education and Awareness:** The Recreation Manager shall

- Promote recreational activities and services to the Municipality and other community organizations regularly through a website, newsletter, social media, newspaper, posters, brochures, word of-mouth, etc.
- Provide communication and information through regular contact with community organizations within the Municipality.
- Maintain cooperative planning and working relationships with other community organizations as well as with regional, provincial and national organizations concerned with recreation.
- Keep CAO and Council updated as to programs, facilities and projects by supplying minutes, monthly reports and producing an annual report.

**Facility:** The Recreation Manager shall

- Provide access to resources that would encourage maximum use of existing facilities.
- Promote and educate facility organizations regarding granting and funding opportunities to assist in meeting capital and programming needs.
- Educate facility organizations on regulatory requirements (i.e. best practices).
- Develop and/or Manage facilities as assigned.

**Staffing:** The Recreation Manager shall

- Be responsible for hiring, supervising, monitoring and evaluating staff, summer program staff and instructors as required.
- Be responsible for all staff and volunteers as required for special events.

**Other Duties:** The Recreation Manager shall

- Develop and manage recreation budget.
- Prepare annual plan and activity report based on the plan.
- Attend regional and community meetings as required.

**Knowledge, Skills and Abilities:**

Knowledge:

- recreation services development, evaluation & administration
- coaching theory and practice
- volunteer training, recruitment, retention and recognition of volunteers
- events coordination and planning
- promotion of recreation and cultural events to the community and beyond
- methods/tools for identifying service demand and trends.
- an understanding of relevant legislation, policies, procedures and rules
- an understanding of municipal government
- facility planning and operation
- emergency procedures, first aid and CPR

Skills:

- team leadership and management skills
- ability to handle multiple priorities and work independently
- financial administration
- supervisory skills
- strategic planning & group facilitation skills
- analytical and problem solving skills
- decision making skills
- negotiation skills
- effective communication skills
- computer and marketing skills including social marketing.
- Research and program development skills

**Education:**

The Recreation Manager will have attained the required knowledge, skills and attributes through completion of a post secondary Recreation diploma or degree, in combination with a minimum of 5 years of experience. Equivalencies will be considered.

## **Working conditions:**

### Sensory Demands:

Sensory demands can include reading and use of computer, which may cause eye strain and on occasion headaches. The situations and programs may be noisy and busy making it difficult to concentrate.

This position requires the incumbent to:

- Work the hours as established by the RM of St Clements
- Monitor and oversee recreational, leisure and sporting events. The incumbent

may have to lift, carry and manage equipment and supplies and or participate in and train others. May have to work odd or long hours at a time to complete special requests or projects or to participate in or coordinate evening and off hour activities. The incumbent may be participating and leading strenuous physical activities, both indoors and out.

- When requested, attend meetings after normal working hours.
- May work in a number of facilities and outdoor locations and may have to manage a number of people and projects at one given time. May be interrupted frequently to meet the needs and requests of residents. May find the environments to be busy, noisy and requires excellent organizational and time and stress management skills to complete the required tasks.
- Must be prepared to deal with injuries and accidents as a result of recreational and sporting events.

This position's tasks and responsibilities will require the incumbent to accept the work pressures and commitments to perform at an acceptable level.

Apply by sending resume and cover letter to:

RM of St. Clements  
Attention: Colleen Sailor  
Box 2, Grp 35, RR1  
1043 Kittson Road  
East Selkirk, MB R0E 0M0  
Email: [colleen@rmofstclements.com](mailto:colleen@rmofstclements.com)  
Fax: (204)482-3098

The RM of St. Clements wishes to thank all candidates for their interest in this position, however, only those individuals considered for an interview will be contacted.