

Employment Opportunity

Recreation Programmer

The Rural Municipality of St. Clements is seeking applications for the position of Recreation Programmer. Reporting to the Recreation Manager, the Recreation Programmer is responsible for supporting and enhancing recreation opportunities throughout the municipality through the planning, coordination, promotion, and delivery of recreation programs, events, and services.

The successful candidate will be a highly organized, enthusiastic, and community-focused individual who enjoys working with residents, volunteers, community groups, and program participants of all ages.

Key Responsibilities

- Develop, coordinate, implement, and evaluate recreation programs for residents of all ages and abilities.
- Recruit, coordinate, and support program instructors, volunteers, and community partners.
- Administer recreation program registrations and related processes.
- Provide customer service for recreation and registration related items.
- Assist with the planning and delivery of community events, recreation initiatives, and special projects.
- Promote recreation programs, services, and events through various marketing and communication channels.
- Maintain positive working relationships with community organizations, user groups, stakeholders, and residents.
- Assist with facility-based recreation activities as required.
- Perform other recreation-related duties as assigned.

Qualifications

- Grade 12 education or equivalent.
- Post-secondary education in Recreation, Leisure Services, Community Development, or a related field is considered an asset.

- Strong organizational, communication, and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency with Microsoft Office applications and general computer software.
- Experience in recreation programming, event coordination, customer service, or a related field is considered an asset.
- Current First Aid and CPR certification, or the ability to obtain certification.
- Valid Criminal Record Check and Vulnerable Sector Check.
- Valid Manitoba Class 5 Driver's Licence.

Position Details

This is a temporary full-time position. The successful candidate may be required to work evenings and weekends based on programming and event requirements.

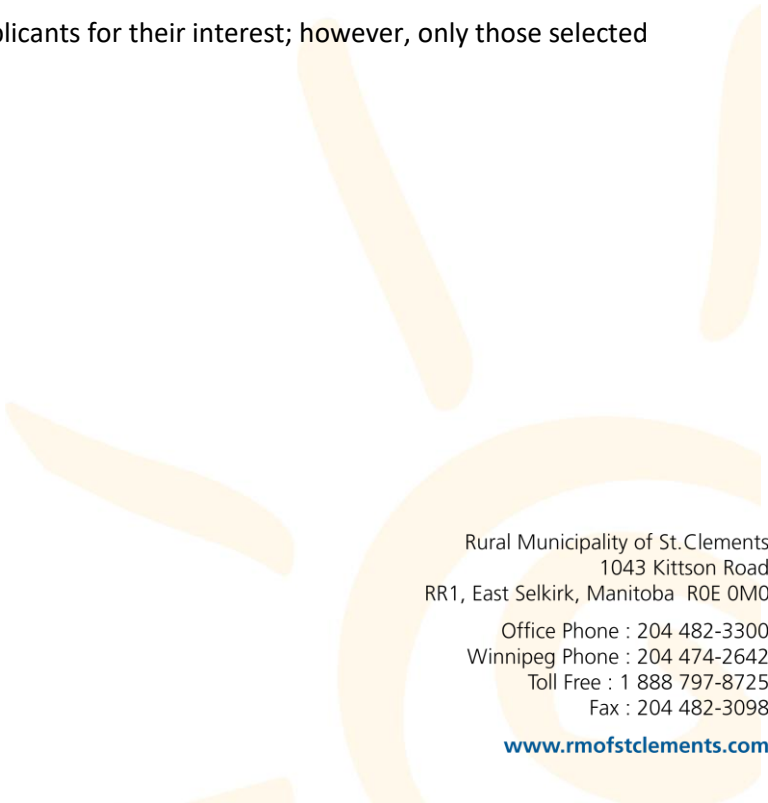
How to Apply

Interested applicants are invited to submit a cover letter, resume, and three professional references to:

Brenden Collins
Recreation Manager
Rural Municipality of St. Clements
 recreation@rmofstclements.com

Applications will be accepted until the position is filled.

The Rural Municipality of St. Clements thanks all applicants for their interest; however, only those selected for an interview will be contacted.



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