

**RM of St. Andrews**  
**Recreation, Culture and Tourism Department**

**RECREATION COORDINATOR**

**Description:** The Recreation Coordinator will, under the supervision of the Recreation Director, lead or assist in the delivery and expansion of recreation and leisure services for residents of the RM, as well as provide administrative assistance and perform other related duties as required for heritage, arts, and culture and tourism initiatives. Manages the Community Services Ambassador program for the RM, and books service providers, vendors, instructors and equipment as well as manages the municipal programs, registrations and payments as required. Promotes and communicates municipal and community programs utilizing various social media platforms. Attends various community meetings and works with volunteer board members and other community volunteer groups. Provides administrative assistance in the RM of St. Andrews office as required. The work week may include evenings and/or weekends as required with a flexible work agreement schedule in place.

**Qualifications and Skills:** Education and/or direct experience program planning in recreation or a related field, preferably in a municipal environment. An understanding of recreation, culture and tourism activities in St. Andrews and/or the Interlake would be considered an asset. Strong computer skills, and prior experience with social media would be an asset. Must possess excellent oral and written communication skills and the ability to interact effectively with the public, and demonstrate the ability to problem solve, make decisions, have initiative and be flexible.

Applicant should have access to a vehicle, and a valid Class 5 driver's licence. The successful applicant must possess or be willing to obtain an Emergency First Aid and CPR Certificate and a satisfactory Criminal Record Check and Child Abuse Registry Check.

**Job Details:** Full-time permanent position that reports to the Recreation Director for the RM of St. Andrews; 35 hrs/wk, starting wage of \$20.28 per hour, with a municipal benefit package after a 6-month probation period. The job will be located at the RM of St. Andrews Office in Clandeboye; however travel to other sites is required with mileage payable as per RM policy.

Interested applicants must submit a resume, cover letter and 3 references by **Friday December 3 at 4:30 pm** to:

Teresa Howell, Recreation Director, RM of St. Andrews  
Box 130, 500 Railway Ave.  
Clandeboye, MB, R0C 0P0

Phone: 204-738-2264 ext. 130      Fax: 204-738-2500  
Email: [recreation@rmofstandrews.com](mailto:recreation@rmofstandrews.com)

*We thank all who apply and advise that only those selected for further consideration will be contacted.*