Position Purpose:

Reporting to the Facilities Manager, the Recreation Programmer will coordinate, implement and even facilitate recreation programs and community events within the RM of Oakland-Wawanesa as directed by the Souris River Recreation Commission. The ideal candidate will be energetic and creative as they will be the driver of the SRRC social media platforms. This is a working from home opportunity where the candidate is required to work 20 hours per week including weekends and evenings as needed.

Position Requirements:

- Superior interpersonal and communication skills as well as a positive attitude;
- Able to identify needs and opportunities;
- Demonstrate organizational and time management skills with the ability to meet deadlines;
- Possess a valid driver’s licence and is able to travel for work purposes;
- Able to work various shifts including evenings, weekends and holidays as required;
- Proficiency in Microsoft Office environment, the internet and web based applications, including various social media platforms.

Qualifications:

- Combination of education and experience in Recreation Management and customer service;
- Post-secondary education is preferred;
- Successful completion of a Criminal Reference Check and Child Abuse Registry Check including Vulnerable Sector Verification.

Responsibilities:

- Plans, schedules, implements and evaluates programs and events to encourage active participation in the community;
- Monitor facility or site to ensure safe and effective delivery of event, program or activity, and that customer needs are being met;
- Prepares program reports as required, including monitoring the budget, providing input, analysis and recommendations on the budget process, and suggestions for enhancing revenue;
- Be the owner and driver of all SRRC social media platforms (Facebook, Twitter, Instagram);
- Purchase supplies/equipment as required for activities/events;
- Assist the Recreation Commission Board with annual budgets including short and long term project planning;
- Be available during off hours to respond to emergencies, attend meetings or attend to other situations as they arise;
- Schedule, promote and coordinate swimming lesson schedule, be in attendance at the start of each swim lesson week to ensure payment is received and attendees are registered;
- Take minutes at the monthly Rec Board meeting and ensure files are maintained;
- Provide monthly reports to the Rec Board in regards to hours worked, program recommendations and other suggestions;
- Expense review, coding, deposits and any other banking and financial reporting duties;
- Research grant opportunities, complete grant applications and reports, manage contracts and agreements and participate in other financial activities including assisting with the annual audit, as required;
- Other related duties as assigned.

Reports to: Facilities Manager

Position Details: 20 hours a week with evening, weekend and holiday work required

Wage/Salary: $18 - $21/hour depending on combined experience and education

Please submit a cover letter and resume to Robin Danners by email to robin.danners@yahoo.com by September 16, 2021.