

## **Matlock Recreation Club Recreation Coordinator for Seniors**

**Description:** The Recreation Coordinator will assist in the safe reopening of the Matlock Recreation Club during COVID and in the delivery and expansion of recreation and leisure services for senior members. Other duties will include communication and administrative assistance. 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 in program and event planning in recreation or a related field is preferred. An understanding of recreation activities for seniors in St. Andrews and/or the Interlake region would be considered an asset. Candidate must possess good communication skills and interact effectively with the public, as well as have the ability to problem solve, make decisions, have initiative and be flexible. Knowledge of different software programs and social media would be a benefit.

Applicant should have an Emergency First Aid and CPR Certificate (or willing to obtain), as well as a satisfactory Criminal Record Check and Child Abuse Registry Check. COVID protocols will be required; rules and regulations will need to be established and followed for all club activities.

**Job Details:** Full-time, 35 hrs/wk., contract role from September 14, 2020 – March 31, 2021 that reports to the Executive of the Matlock Recreation Club and the Recreation Director for the RM of St. Andrews. Hourly wage is dependent on experience. The job will be located at the Matlock Recreation Club - 77 Matlock Road, Matlock, MB; however travel to other sites may be required. Further information on this position is attached.

Interested applicants should submit a resume, cover letter, 3 references and wage expectations by **Monday September 7, 2020 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  
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.*

## **Job Duties:**

### **Program Planning**

- Plans, maintains, coordinates, promotes and evaluates current programs, services and events for seniors at the Matlock Recreation Club with COVID procedures in mind.
- Books service providers, vendors, instructors, equipment and manages MRC program registrations and payments as required. This will include the weekly Friday Night Bingo.
- Works to promote the MRC space and maximize facility usage for programs and events.
- Directs on-site programming as required. Leads, assists or supervises programs, services or event deliveries. This will include working with various volunteers and board members.
- Ensures all safety rules, regulations and procedures are followed for risk management practices for all programs and events.

### **Communications**

- Promotes effective public communications for programs, services and events through traditional advertising methods of paper, online based brochures, flyers and posters.
- Creates, promotes and updates MRC news as required through MRC social media.
- Works with local government, media and other community groups to promote recreation and leisure activities at the MRC (such as newspapers, RRNT, ITA and Travel MB).

### **Administration and Clerical**

- Greets visitors in person, answers phones and emails – deals with inquiries on recreation programs, registrations, processing payments and booking service providers and vendors for MRC programs.
- Reports on program registrations, facility usage, and communication usage and general administrative duties through word processing, spreadsheet design, data entry and file and archival maintenance.
- Attends MRC board meetings and works with volunteer board members and other community volunteer groups to promote their programs and events.
- Grows community engagement for recreation and wellbeing through public education and direct membership and resident communications.