



## Job Description

Job Title:	<b>Recreation Assistant</b>
Reports to:	Executive Director
Type of Employment:	TBD
Hours of Work:	TBD
Location:	Recreation Manitoba office, Sport for Life Centre (shared office); remote work may be possible.

## Primary Responsibilities:

The Recreation Assistant reports to the Executive Director. This position is primarily responsible for supporting a variety of organizational activities for a hands-on learning experience. These opportunities include training for recreation and parks practitioners, facility operators, and training for volunteers and leaders in the recreation and parks sector.

- Assist with, and learn to plan, organize and recruit participants for certification courses such as our aquatic operators or refrigeration course and professional development opportunities.
- Learning skills needed in the parks and recreation for the following but not limited to:
  - Organization: Program planning, scheduling, organizing and management of events, supplies and time
  - Leadership: Relationship building, volunteer management, inspire and motivate, work well with others, communication
- Promote individual, community, and environmental well-being through recreation and parks.
- Support the Who's Who guide by connecting with communities and municipalities
- Embrace recreation as a vehicle for strengthening community capacity
- Support their local community by accessing recreation and sport system resources
- Contribute to the planning and evaluation of relevant community programs, services, events, and projects
- Support the effective functioning of Boards and Committees
- Contribute to meaningful relationships with community groups and partners
- Apply appropriate risk management strategies
- Assist with finances by budgeting, fundraising, grant funding and reporting.
- Contribute to the delivery of quality programs and events
  - This may include support on onsite (potential travel) and podcast (administrative potential creative design if appropriate)
- Help to maximize the safety, use, and programming of community places and spaces
- Support appropriate promotion, marketing, and communications

- Contribute to effective staff and volunteer engagement
- Other related duties and responsibilities as deemed appropriate by supervisor

The Recreation Manitoba will map out a learning plan together to set goals and identify the best way to learn. These skills may include:

- Development of essential skills
  - Reading, Document use, writing, numeracy, critical thinking, and technology
- Development of social emotional skills
  - Self-awareness, self-management, social awareness, relationship skills and/or responsible decision-making