



Town of Snow Lake



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Career Opportunity – Recreation Programming Director

The Town of Snow Lake invites written applications for the position of Recreation Programming Director

Under the direction of the CAO, the Recreation Programming Director is responsible for various organizational and financial duties related to the operation of the Town recreation department. This position is a unionized position with The International Brotherhood of Electrical Workers Local Union 2034 at the hourly wage of \$36.07. This is a permanent, full time position with flexible scheduling.

The duties of and requirements for this position are as follows :

- Strong organizational, analytical and communication skills;
- Knowledge of current best practices in community recreation as well as defined knowledge of grant preparation, arena operation, and recreation programming standards.;
- Tact and discretion are required to deal with or settle requests, complaints, or clarification of information;
- Ability to communicate effectively with the public, employees both unionized and non-unionized as well as external stakeholders;
- Ability to co-ordinate planning and development of recreation programming in order to ensure that activities and events are made available to all community members ;
- Ensures the collection of data necessary for the assessment of sport, recreation, and leisure needs and interests in the community, and recommends changes to program or service provision and related policy.;
- Research and apply for grants and other funding opportunities to benefit recreation in the community as it applies to recreation budgeting and planning;
- Facilitates effective communication between community stakeholders, recreation staff, and members of Council in response to changing needs.
- Participates in the annual formulation of the Recreation budget.
- Prepares reports, tenders, and assessments based on requests by the CAO; and
- Other duties assigned by the CAO.

Please submit a cover letter and resume, including three references to the following:

Town of Snow Lake
Box 40, Snow Lake, MB R0B 1M0
snowlake@mymts.net

This posting will be open until filled.