



Tel: 306-854-2277

Email: elbow@sasktel.net

Web: villageofelbow.com

Recreation & Community Development Manager

The position is a TEMPORARY PART TIME 18 month maternity leave position that will start immediately. Possible permanent position after the term. The Rec Manager strategically contributes to the physical, social and wellbeing of the residents of Elbow by providing the community with safe and well managed sports, leisure and recreation opportunities for all age groups. Along with providing opportunities and engaging with the residents, the Rec Manager will work to promote the community facilities, through social media and our website.

The duties of this position are, but not limited to:

- Receipting, answering phone calls, taking messages, billing, Munisoft training, booking of facilities, reporting to the Administrator and Council, research and apply for grants, attend meetings, taking minutes, scheduling of facilities, assist community groups with management and coordination of their events and activities, work with volunteers, staff members and contractors as required, and assess community recreation needs for all age groups, determine if current programs are meeting the needs of the community and develop long and short term plans. Evening and weekend work required as necessary.

Qualifications:

- Valid Driver's License with ability to travel independently within and outside the community
- Preference given to graduate of recognized recreation diploma or degree program or equivalent, previous experience an asset but not required
- First Aid/CPR – current or willing to complete
- Prepared to work irregular hours and some weekends to attend meetings, conferences, events and community programming.
- General computer skills including word processing, spreadsheets and willingness/ability to learn new specialized programs ie: Munisoft Receipting, Accounts Receivable and General Ledger.
- Social Media and website knowledge.

Minimum 24 hrs per week (3 days/week).

Hourly wage negotiable depending on experience. Benefits and pension available.

The successful applicant will work under the supervision of and take direction from the Village CAO.

Submit your resume, cover letter and references to the Chief Administrative Officer: elbow@sasktel.net.

The posting will stay open until the ideal candidate is found.

Thank you to everyone who applies for the position but only the successful candidate will be contacted for an interview.

Village of Elbow Council