

Recreation Director – Eatonia & District Recreation Board

The Eatonia & District Recreation Board is pursuing an enthusiastic and motivated leader to join the Eatonia & District Recreation Board as Full-Time Recreation Director.

Located a short distance from Kindersley, the Town of Eatonia is a tightknit community that cares about people. Volunteering is a driving force behind the many events that take place and as Recreation Director you get to witness firsthand the dedication within the community.

Duties and Responsibilities

- Advisor to the Eatonia & District Recreation Board
- Ensure recreational facilities are properly operating and maintained throughout the different recreational programs and seasons. Facilities include the Eatonia & District Pool and the Eatonia Memorial Arena.
- Promote, develop and implement recreational programs for all community members
- Organize registration fees, schedules and facility bookings
- Maintain communication with the community through updating Facebook and website pages, monthly newsletter, and posters throughout town
- Hire and schedule lifeguards and summer fun program staff
- Schedule volunteers for Recreation Board events as well as throughout the arena season
- Works closely with the school and other community committees and associations like Minor Hockey or the Fitness Committee
- Apply and administer grant money for specific recreational needs within the community
- Develop policies and safety plans for the swimming pool and hockey arena
- Initiate fundraising events to help fund recreational facilities and programs

Qualifications

- Post-secondary education in disciplines such as Kinesiology, Recreation Management, Sports Administration or related areas of study an asset
- Experience in planning, promoting and implementing recreational programs
- Experience in supervising and leading staff and volunteers
- Strong communication, leadership and organizational skills
- Ability to work with many diverse community groups
- Valid Class 5 driver's license
- Criminal Record Check/Vulnerable Sector

Salary

- Dependent on qualifications and experience

Please Send Resume & Cover Letter to:

Eatonia & District Recreation Board
Box 405
Eatonia, SK, S0L 0Y0
Or Email: eatoniarec@sasktel.net

For more information phone: (306)460-7130

Deadline to Apply: April 30th by 5:30pm

We thank all applicants for applying, however, only those selected for an interview will be contacted.