

POSITION TITLE: Recreation Director

REPORTS TO: Chief Administrative Officer and Cartwright Roblin Recreation Commission

DUTIES:

1. Administers Cartwright-Roblin Municipality Recreation Dept
 - a. Adhere to Provincial Recreation Program requirements
 - b. Work in cooperation with local Board, volunteers & Provincial Government staff
 - c. Prepare meeting agendas, reports, etc. & follow-up tasks, filing, etc.
 - d. Monitor financial activity
 - e. Prepare/ monitor annual budget
 - f. Prepare annual and periodical reports
 - g. Coordinate & supervise, promote programs
 - h. Coordinate & supervise seasonal recreation staff & work plans, including hiring/ performance reviews
 - i. Promote grant funding programs/ provide guidance for applications/ claims
2. Administers Mac Robinson Community Centre – Skating Rink
 - a. Prepare meeting agendas, reports, etc. & follow-up tasks, filing, etc.
 - b. Administer financial activities
 - c. Prepare budget and annual/ periodical reports
 - d. Promote skating rink use & rental
3. Municipal reception and basic administration tasks
4. Other duties as may be assigned

SPECIFICATIONS:

Experience & Qualifications

Completion of high school grade 12 and previous accounting related experience is preferable. Preference will also be given to those individuals who have completed related training/ courses and have a sound knowledge of operating recreation programming.

Accountability/Responsibility

The position is primarily responsible for recreation programming and administrative related matters for both the Recreation Commission and MRCC Skating Rink.

Unique Position Requirements

There is a need to exchange information requiring explanation and courtesy with the public ranging from children to seniors as well as employees from other organizations.

The work involves exposure to minor undesirable conditions such as office noise, continuous sitting, eyestrain as well as physical activity involved in programming.

Computer software and equipment use:

Microsoft Office, scanner, photocopier, facsimile machine, calculator, printers