



DIRECTOR OF RECREATION SERVICES

The Town of Neepawa is seeking applications from qualified candidates for the position of Director of Recreation Services.

Under the direction of the CAO, the Director of Recreation Services (DRS) is responsible for the development and promotion of a balanced system of physical, social, cultural, creative and intellectual leisure opportunities for the residents of the Town of Neepawa. The DRS will plan, implement and manage a broad range of community recreation and leisure services, including pool and day camp operations. Through the performance of all duties, the DRS will encourage maximum community involvement and promote healthy active living.

Qualifications & Experience

- A post-secondary education degree/diploma in recreation, arts, administration, physical education, or another related field;
- Minimum of two (2) years' experience working in a municipal environment, or other related services;
- Strong supervisory, communication and human resource skills with excellent project, organizational and time management skills;
- Proficient at programming and special events planning, possess the ability to work with the public and volunteers; upbeat, outgoing, positive, creative and enthusiastic attitude.
- Standard First Aid & CPR Level "C" Certification; Pool Operator or Aquatic Facility Operators Certificate would be an asset, as well as Lifesaving and Water Safety training and instruction.
- Proficiency in Microsoft Office Suite with website and social media management considered an asset.
- Must have a valid Class 5 Manitoba Driver's License.

Position Conditions

This is a full-time opportunity (35 hours per week Monday to Friday). Individuals must be able to work some evenings, weekends and holidays and possess a valid Class 5 Drivers License.

A full position description can be found online at www.neepawa.ca

Range of Pay: \$23.15 – \$30.79 per hour dependent on qualifications and experience.

Applications, including Resume, will be accepted until **4:00 p.m. Monday, July 29, 2024**, or until a suitable candidate is hired at:

Town of Neepawa, Box 339, 275 Hamilton St., Neepawa, MB, R0J 1H0; E-Mail: cao@neepawa.ca

Thank you to all applicants for their interest, however only those under consideration will be contacted.