



## **Recreation Manager Full-Time R.M. of St. Andrews**

**Description:** The Recreation Manager is responsible for the day-to-day operations of the St. Andrews Community Club and the various programs, events and rentals occurring in the facility. Supports and assists in the delivery and expansion of recreation and leisure services for residents of the RM. Recruits, trains and ensures appropriate volunteer staffing coverage for all hours of operation. Researches, plans, and develops new and evaluates and improves existing programs and services both for the Club and the RM as a whole. Promotes effective public communications and manages the community club website, event calendar and social media platforms. Manages all community club contracts and prepares a variety of reports for the Director of Recreation and/or the Community Club Board. Attends Club Board meetings and works with volunteer board members and other community volunteer groups. Identifies and applies for external funding programs. Acts for and performs the duties and responsibilities of the Recreation Director in their absence. The work week may include evenings and/or weekends as required with a flexible work agreement schedule in place.

**Qualifications and Skills:** Post-secondary education in Recreation Management or a related field and/or a suitable combination of education and experience, with some experience in a municipal environment preferred. Demonstrated experience in the development, implementation, and delivery of a wide range of recreation programs and services. Experience in managing a recreation facility would be desirable. Basic bookkeeping and budgeting knowledge is required. Experience in website management and in the development and management of effective communications utilizing a variety of social media. An understanding of recreation, culture, and tourism activities in St. Andrews and/or the Interlake region would be considered an asset. Must possess effective oral and written communication skills and interact effectively with the public, as well as have the ability to problem solve, make decisions, demonstrate initiative and be flexible.

Applicant should have access to a vehicle, and a valid Class 5 driver's licence. The successful applicant must possess or be willing to obtain an Emergency First Aid and CPR Certificate and a satisfactory Criminal Record Check and Child Abuse Registry Check.

**Job Details:** Full-time bargaining unit position that reports to the Recreation Director for the RM of St. Andrews; 35 hrs/wk.; salary range from \$47,000 - \$53,000 dependant on qualifications, with a municipal benefit package after a 6-month probation period. The primary job location will be at the St. Andrews Community Club and the RM of St. Andrews office.

This job posting will remain open until filled. *Interviews will be conducted with qualified candidates as resumes are received.* Interested applicants can submit cover letter, resume and references to:

Teresa Howell, Recreation Director, RM of St. Andrews  
Box 130, 500 Railway Ave.  
Clandeboye, MB, R0C 0P0

Phone: 204-738-2264 ext. 130      Fax: 204-738-2500  
Email: [recreation@rmofstandrews.com](mailto:recreation@rmofstandrews.com)

*We thank all who apply and advise that only those selected for further consideration will be contacted.*