

RECREATION & COMMUNITY ENGAGEMENT COORDINATOR - (RCEC) JOB DESCRIPTION

DEPARTMENT: Town, Parks, Recreation, and Culture
CLOSING DATE: when position is filled
WAGE RANGE: contracted position \$25.00/hour (20 to 40 hours a month)
APPLY: email résumé to town.hague@sasktel.net, mail to Box 180, Hague, SK S0K 1X0 or drop at Hague Town Office, 206 Main Street, Hague, SK
SEND ATTENTION TO: CAO Michelle Zurakowski

PURPOSE:

Reporting to the CAO, the RCEC strategically contributes to the physical, social, and wellbeing of the residents of Hague by working with the various town boards to provide 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 and businesses, the RCEC will work to promote the community facilities, through social media and the town website.

GENERAL FUNCTION:

- RCEC shall be responsible to encourage, develop and administer recreation and community development programs for all ages and abilities. The RCEC shall work with Town Boards on all aspects of recreation, culture and facilities promotion, and on community development needs.
- recruit, supervise and retain volunteers
- plan new activities and execute current town events such as Summer Blast
- will develop and maintain social media and town website presence to ensure communication to community residents and public at large for promotion and information
- RCEC will work with other groups and committees. Research and apply for funding through grants and sponsorship and potential fundraising campaigns.
- work on tourism and economic development to coordinate and promote events which have a positive effect on the community well-being and growth
- administer the Sask Lotteries Program
- develop increased opportunities for physical activity for residents
- provide monthly written reports to the Chief Administrative Officer and attend Council meetings as requested

ASSOCIATED COMMITTEES AND COMMUNITY GROUPS:

Internal

- Town Office: apply for community event grant funding
- Sports and Arena Board: work with the sports and arena board and Administrator as needed
- Museum Board: attend meetings, take minutes, prepare agendas and financials
- Library Board: work with Library Board and Librarian as needed and financials
- Seniors Programming: develop and maintain seniors programming and financials

External

- establish a cooperative relationship with external groups and promote engagement between them and community activities such as surrounding RM's and Towns, schools and daycares

OTHER:

- ensure close working relationship with Town Boards, Chief Administrative Officer, Assistant Administrator and Public Works
- carry out additional duties, exercises and responsibilities as may be requested by the Chief Administrative Officer, or as determined necessary

QUALIFICATIONS:

- valid driver's license required, with ability to travel independently within and outside the community
- grade 12 diploma or equivalent required
- diploma in Recreation Management and/or Tourism Experience an asset
- knowledge of budgeting, planning, project management an asset, or must be willing to learn
- financial knowledge and minute-taking experience an asset
- proficiency in computer applications such as Word, Excel, and social media
- ability to apply knowledge and problem-solving skills in a timely manner to respond to issues
- creativity, networking abilities an asset
- possess the ability to work with minimum supervision
- prepared to work irregular hours and some weekends to attend meetings, conferences, and events