



Manager of Parks & Recreation

Town of Wadena is seeking a full-time permanent Manager of Parks & Recreation. The Manager of Parks & Recreation provides leadership and direction for the Parks & Recreation Department while managing, programming and scheduling the arena, pool, fitness centre, campground, community hall and community events, as well as grant applications. The Manager is also responsible for oversight of Town facilities in the areas of facility operations and management, as well as parks management and maintenance. As a member of the Senior Management Team reporting to the Chief Administrative Officer, the Manager contributes to the effective management of the Town, assisting with the development of long-term policy and planning to address Council's priorities while attending meetings of Council.

Qualifications:

- Post-secondary degree or diploma in recreation or a related field such as Kinesiology, Education, Facility Management, or Commerce, is preferred.
- Pool Operator Courses and Arena Operator Courses OR Western Facility Operator Master Certificate is preferred.
- Three to five years of related experience in recreation and/or facility management with progressively more supervisory experience.
- Proven track record in building relationships with service groups and the general public.
- Proven organizational, leadership, team management, and computer skills.
- Strong human-resource management skills.
- Excellent time management skills and the ability to multitask.
- Ability to organize and prioritize work, and meet strict deadlines while maintaining a high degree of accuracy.
- Ability to interpret policies, bylaws, and legislation appropriately when responding to situations or requests.
- Excellent interpersonal skills that will allow the public to be dealt with in a positive, courteous, and respectful manner.
- Able to maintain standards of conduct, be respectful and demonstrate dedication.
- Work well independently as well as within a team environment.
- Discretion with matters pertaining to confidentiality.
- Experience with Microsoft Word, Excel and Munisoft Software.
- Class 5 Saskatchewan Driver's License.

The salary for the Manager of Parks and Recreation is dependent upon experience plus benefits in accordance with Town policy.

In confidence, qualified candidates are encouraged to electronically submit their resume, a covering letter, three work related references and criminal record check to:

ALazar@townofwadena.com

Inquires can be made to:

The Town Office - 1.306.338.2145

Only those candidates selected to be interviewed will be contacted.

Closing date for applications: until filled.