

Rosser Woodlands Recreation Commission Job Description

Recreation Facilitator

The Rosser-Woodlands Recreation Commission is seeking an individual to guide and facilitate the development of the recreational programming offered in the communities by assisting recreational volunteer organizations to maximize facility usage, develop leadership and promote the value of recreation and community event programming.

Basic Function:

- Functions as the administrative and management member of the Recreation Commission
- Enables the effective and efficient delivery of recreation and wellness services to the community
- Recommends recreation programming and policies and maintains compliance to approved programs and policies
- Supports coordination of community events in conjunction with community organizations & maximizing facility usage.
- Assists the Recreation Commission in establishing goals, objectives and budgets for recreational programming
- Supports community groups by providing or connecting community groups with appropriate resources and expertise to assist them in their projects
- Encourages leadership development and supports local residents to lead program delivery where possible

Duties and Responsibilities

- Liaise with external organizations and maintain contact with groups in the two municipalities.
- Serves as the contact person on recreational matters
- Maintain event calendars, brochures and information resources
- Initiate and conduct public relations/education activities
- Attend meetings of the Recreation Commission, partner organization West Interlake Trading Company (WITC) and other community meetings as requested by the Commission or required by position.
- Work with community organizations to develop and coordinate recreational programming and associated facility usage
- Monitor and evaluate recreation programming in meeting the community needs
- Perform administration of the Commission including meeting agenda, minutes, scheduling and basic book keeping
- Identify and assist with applications for external funding programs including grants and sponsorship development
- Participate with the Recreation Commission board in the preparation of any requested plans and budget for submission to funding partners including ensuring regular communication with member municipalities (organizations).
- Coordinate training and volunteer development within the community
- Maintain office hours as approved by the Recreation Commission in both municipalities.
- Provide quarterly reports to the Recreation commission and annual presentation to the funding partners outlining objectives, plans and results achieved
- Perform other duties as assigned by the Recreation Commission

Authority

- Works independently within the scope of duties and responsibilities assigned by the Commission in the annual plan
- Consults and works in collaboration with the partners and resources such as the West Interlake Trading Company, the IERHA and the Province of Manitoba
- Reports to / supervised by the Chair of Rosser-Woodlands Recreation Commission
- Supervises summer and term staff hired by the commission for short term projects such as Summer Camps, community programming, etc.
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Qualifications

- Administrative organizational skills
- Basic book-keeping/financial management skills
- Superior research and grant writing skills
- Customer service & communication skills
- An understanding of social media and marketing tactics used to promote events
- Ability to act independently and logically to implement the Commission's policies
- Strong interpersonal skills to deal with the public and other colleagues
- Ability to motivate others
- Ability to act with initiative, discretion and self discipline
- Requires Computer skills including working knowledge of Microsoft Office (knowledge of QuickBooks, web-based software and social media an asset)
- Class 5 driver's license
- Basic first aid and CPR Certification (or willingness to obtain)
- An equivalent combination of management experience and education will be considered
- Ability to work flexible hours including weekends and evenings when required in a 40 hour work week
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