



TOWN OF BEAUSEJOUR
Community Services Department

Recreation Coordinator – Term Position

Job Title:	Recreation Coordinator	Position Type:	Full-Time Term
Department/Group:	Community Services	Internal Date Posted:	November 21, 2025
Wage Rates	Subject to Town Pay Scale	External Date Posted:	November 21, 2025
Direct Supervisor:	Chief Administrative Officer	Posting Expires:	Until a Suitable Candidate is Found
Will Train Applicant(s):	Recreation & Community Services Coordinator or Designate	Number of Positions	One (1)

Posting Information (if applicable)

Job Description

Role

Under the general direction of the Chief Administration Officer, and in coordination with the Director of Operations, the Brokenhead River Recreation Commission (BRRC) and recreation facility user groups, the incumbent shall manage facility calendars, personal relations, communication with all departments, staff and public, maintain facility use readiness and manage administrative tasks associated with facility rentals.

Duties & Responsibilities

- Develop and manage recreation facility schedules, including parks and green spaces, ensuring spaces are allocated efficiently and without conflicts.
- Act as the central coordinator to book and schedule all sport, recreation and leisure community events in Town facilities, parks and green spaces.
- Maintain a professional working relationship with all user groups and public users, assisting with facility use satisfaction.
- Promote the facilities and events through various channels including but not limited to social media, community outreach and websites.
- Coordinate with the Town communication consultant to maintain the municipal website's recreation sections regularly.
- Plan, coordinate and oversee the facility's operational schedule and special events.
- Ensure user groups and events comply with facility health, safety and insurance regulations and policies.
- Enforce facility use policies and disciplinary actions when required.
- Enforcing user group agreements and updating them as required.
- Ensure timely, accurate invoicing and collection of payments for facility usage.

- Assist the BRRC in recommending or coordinating programs and marketing that maximize the use of facilities.
- Monitor concession operations to ensure compliance with Manitoba Health Standards, efficient operation and revenue generation.
- Maintain financial record keeping for recreation facilities.
- Prepare monthly reports of Department operations.
- Prepare special project or interest reports for facilities or programs as required.
- Coordinate with the Director of Operations the requisitions for needed materials and equipment, obtain bids and estimates and authorize purchases and payments.
- Interview, recommend and train seasonal staff when required.
- Be willing to work with the staff team to cover evening and weekend times when required.
- Act as the main contact for facility questions from all user groups, individuals and contractors.
- Evaluate the effectiveness of programs and recommend improvements.
- Willing to help community events and festival, which may require evening or weekend work, as required.
- Working directly with the Director of Operations and Recreation Lead Hand to ensure efficient and effective coordination of facilities coordination and facilities maintenance and overall operations of the facilities.
- Required to obtain Vulnerable Person's and Child Abuse Registry Check.

Position Requirements

Required Skills & Abilities

Knowledge:

- Understanding of recreation, sport and leisure programs and events in the Town of Beausejour;
- Excellent communication and customer service skills;
- An understanding of, or willingness to learn, relevant legislation, policies, procedures and rules;
- An ability to read and understand municipal government practices and policies;
- Knowledge of emergency procedures and up to date first aid and CPR Certification:

Skills:

- Prior experience with recreational facility scheduling an asset.
- Team leadership and supervisory skills;
- Ability to handle multiple priorities at once and work independently;
- Ability to work in a distracting environment with frequent interruptions;
- Ability to seek information and clarification from colleagues, departments or contractors to maintain fair and consistent messaging.
- Ability to identify and resolve conflicts, issues and unexpected problems efficiently;
- Ability to address challenges and find innovative solutions;
- Good written and verbal communication skills, including the ability to prepare reports;

- Excellent email communication skills and understanding of both the Microsoft Suite and Google Drive;
- Ability to learn and utilize specialized software;
- Excellent organizational skills;
- Ability to coordinate and participate with other communities and organizations to design and implement programs or policies;
- Ability to remain impartial, fair and consistent;
- Experience in financial management an asset;

Personal Attributes:

- Maintain standards of conduct;
- Be respectful;
- Possess cultural, gender inclusivity and abilities sensitivity;
- Be flexible;
- Be a self-starter;
- Be consistent and fair;
- Possess outgoing energy and find enjoyment in helping others.

Education

The incumbent will have attained the required knowledge, skills and attitudes through completion of a post-secondary Degree or Diploma in Recreation or a related field or have equivalent experience. A minimum of two (2) years of related experience is considered an asset.

Accountability/Responsibility

Under the general direction of the Chief Administrative Officer, the Incumbent is responsible for the efficient and effective operation of recreation and leisure services. The incumbent must be a self-starter, and the work requires the incumbent to exercise judgement, initiative and creativity. The nature of the work requires a significant degree of independence while dealing with multiple requests and demands at once.

Hours of Work

This is a full-time position (35 hours a week) that may require the incumbent to work increased hours as required. Due to the nature of the position, flex time and/or averaging agreements may be put in place. Attendance at meetings outside of regular working hours, training and workshops may be required as part of the flextime.

Application Contact Information

Resumes will be accepted by the undersigned until a suitable candidate is found.

Christine Hutlet, CMMA
Chief Administrative Officer
The Town of Beausejour
Box 1028, 639 Park Avenue
Beausejour, Manitoba R0E 0C0

Resumes can be emailed to: admin@townofbeausejour.com

The Town of Beausejour wishes to thank all candidates for their interest in this position, however, only those individuals considered for an interview will be contacted.

Reviewed By:	Director of Operations
Approved By:	Chief Administrative Officer
Last Updated By:	OP Clerk/R&C Community Services Coordinator - October 2025