



## *Rural Municipality of St. Andrews*

### **JOB DESCRIPTION**

<b>Position:</b>	<b>Recreation Coordinator</b>
<b>Department:</b>	Recreation, Culture and Tourism
<b>Salary:</b>	\$40,531 - \$49,158 / year
Hours of Work:	09:00 – 16:30 Monday to Friday
Employee Group:	OE987 Operating Engineers Union Position
Reports to:	Recreation Director
Primary Job Location:	RM of St. Andrews Municipal Office, Clandeboye, MB.
Job Description Date:	February 2026

### **Position Summary:**

Under the supervision of the Recreation Director, this position will lead or assist in the delivery and expansion of recreation and leisure services for residents of the municipality. This roll will provide communication and administrative assistance as well as perform other related duties as required for culture, heritage and tourism initiatives and the RM of St. Andrews administration office. This role organizes the summer staff and student programs, books service providers, vendors, instructors and equipment as well as administers the municipal programs, registrations and payments. Promotes and communicates municipal and community programs utilizing various social media platforms. Attends various community meetings and works with volunteer board members and other community volunteer groups.

### **Duties And Responsibilities:**

#### **Program Planning:**

- Plans, maintains, coordinates, promotes and evaluates current programs, services and events for the municipality and works with the various not-for-profit facilities in the region to promote and encourage community involvement and coordination with all community organizations.
- Plans, research, implements, promotes and evaluates new programs, services and events – ensures we are filling gaps and not duplicating services in our local and neighboring communities; as well as helping to develop new program ideas for various not-for-profit facilities as requested.
- Books service providers, vendors, instructors and equipment and oversees municipal programs.
- Works to promote various community facility spaces and maximize facility usage through programs and events.

- Supervises municipal programs such as local swim lessons, summer camps and geocaching as required.
- Leads, assists or supervises programs, services or event deliveries.
- This will also include training and monitoring part time, seasonal and summer staff or volunteers in the performance of their tasks in accordance with policies and procedures.
- Oversees the student program to book community jobs for students with not-for-profit facilities. Creates and maintains the work calendar schedule and ensures all work is planned and volunteer supervised.
- Ensures all safety rules, regulations and procedures are followed for risk management practices for all programming.

#### Communications:

- Promotes effective public communications for programs, services and events through traditional advertising methods of paper and online based brochures, flyers and posters.
- Promotes and updates recreation news as required through municipal social media such as the RM website, Twitter and Facebook or works with RM Communications staff to do so. Encourages cross-promotion of communications with not-for-profit organizations.
- Posts weekly municipal and public messages on electronic sign(s) – reviewing and approving messages as per RM Electronic Sign policies, creating and displaying messages using the electronic sign(s) and keeps a data log of messages submitted for posting.
- Prepares a monthly electronic Recreation Newsletter – creates the document with submitted material from the RM and local community organizations. Maintains monthly submissions, builds the newsletter based on those submissions and distributes to the Recreation distribution list.
- Works with local media and other community organizations to promote recreation and leisure activities in the community (such as newspapers, RRNT, ITA and Travel MB).

#### Administration and Clerical:

- Greets visitors in person, answers phones and emails – deals with inquiries on recreation programs, registrations and processing payments.
- Reports on program registrations, facility usage, and communication usage and general administrative duties through word processing, spreadsheet design, data entry and file and archival maintenance.
- Attends various not-for-profit facility board meetings on a fluctuating basis and works with volunteer board members and other community volunteer groups to help create and promote their programs and events.
- Grows community engagement for recreation and wellbeing through public education and administers the RM Volunteer Software program for the municipality. Works to recruit new volunteers for municipal needs, as well as for the not-for-profit organizations.
- Assists the Recreation department and Administration with various municipal projects as required.

### **Qualifications**

- Education and/or direct experience program planning in recreation or a related field and/or a suitable combination of education and experience.
- Computer efficiency in MS Word and Excel, is required.

### **Experience**

- Strong computer skills and prior experience with a variety of social media platforms is preferred.
- Experience in website management and in the development of basic communication material would be an asset.
- An understanding of recreation, culture, and tourism activities in St. Andrews and/or the Interlake region would be considered an asset.
- Some experience in a municipal environment is preferred

### **Knowledge / Skills / Abilities**

- Must possess effective oral and written communication skills and interact effectively with the public.
- Demonstrate initiative, be flexible and possess a positive attitude.
- Must possess strong organizational skills and ability to meet deadlines.
- Ability to problem solve and make decisions.
- Have a valid Class 5 driver's license and access to a vehicle.
- Must possess or be willing to obtain Emergency First Aid and CPR Certificate.

### **Working Environment**

This is a full-time permanent position requiring a 35-hour work week, occasional overtime may be required. May include evenings and/or weekends as required with a flexible work agreement schedule in place. The position offers a comprehensive benefits package after 6-month probation period. Salary will commensurate with the successful candidate's experience and qualifications. Travel to other sites may be required with mileage payable as per RM Policy.

The successful applicant must provide a satisfactory Criminal Record Check and Child Abuse Registry Check.

\*All employees of the Rural Municipality are expected to follow provincial and municipal health and safety policy, procedures, and work practices at all times.