

EMPLOYMENT OPPORTUNITY

Recreation Programmer

Are you passionate about recreation, wellness, and building community? The Pipestone Albert Recreation Commission is seeking an energetic and motivated permanent full-time **Recreation Programmer** to join our team.

About the Role:

As a Recreation Programmer, you will play a key role in planning, implementing, and promoting a wide variety of recreation and wellness programs for all age groups. You'll be responsible for creating engaging opportunities for personal growth, overseeing staff and instructors, and ensuring safe and enjoyable experiences for participants. This is a dynamic role that requires creativity, leadership, and strong organizational skills.

Key Responsibilities:

- Plan, schedule, and promote recreation programs and special events.
- Supervise part-time staff, summer program staff, and contract instructors.
- Oversee recreation operations during peak hours and ensure safety standards are met.
- Manage program supplies, equipment, and administrative tasks.
- Develop positive relationships with community members and stakeholders.
- Ensure compliance with Workplace Safety and Health standards.

Qualifications:

- Degree or diploma in Recreation Management (or related field) OR equivalent education/experience.
- Minimum one (1) year related industry experience.
- Strong communication, interpersonal, and customer service skills.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher).
- Ability to problem solve, show initiative, and adapt to changing situations.
- Legal eligibility to work in Canada.
- Completion of Grade 12 or equivalent.
- Valid Class 5 Manitoba driver's license.
- Ability to provide a satisfactory Criminal Record Check and Child Abuse Registry Check.

Working Conditions:

- Flexible schedule, including days, evenings, weekends, and occasional overtime.
- Work may take place indoors, outdoors, and across multiple facilities.
- Requires moderate physical activity and the ability to lift up to 5 kg (11 lbs).

Why Join Us?

This is a rewarding opportunity to contribute to community wellness, create meaningful experiences, and grow your career in recreation and parks programming.

Hours:

- 80 hours bi-weekly

We offer a competitive salary range of \$22.15 to \$25.76 per hour and includes a comprehensive employee benefit plan once eligible.

Applications will be accepted until a suitable candidate is found.

Mailed to: c/o Human Resources, RM of Pipestone, Box 99, Reston, MB, R0M 1X0
Emailed to: hrpipestone@rmofpipestone.com
Or faxed to: 204-877-3999

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. Disability accommodations available upon request