

EMPLOYMENT OPPORTUNITY

Recreation and Parks Program Assistant Part-Time Term Position

Duties include:

- Assist with implementing and promotes recreation programs and services for a kinder day program.
- Assist with overseeing recreational operations during peak hours.
- Assist with facilitating and organizing the logistics of recreation and wellness for the kinder program.
- Ability to establish and maintain an effective working relationship with a variety of external and internal contacts and to develop community interest and involvement in programs offered.
- Ability to maintain control of activities within a facility and to enforce rules with tact and diplomacy.

Qualifications:

- Degree or diploma in Recreation Management, or related field, or a suitable combination of education and experience.
- Have at least one (1) year of experience in a related industry,
- Proficient in spoken and written English
- Completion of Grade 12 education or equivalent

Skills:

- Good communication and customer service skills.
- Strong interpersonal skills.
- Good organizational and record-keeping abilities.
- Intermediate level of computer skills in Microsoft Word, Excel, PowerPoint, and Publisher
- Ability to problem solve, make decisions, demonstrate initiative, and be flexible.

Maximum of 40 hours per week Monday to Friday. from September – June. Our wage starts at \$17.87 per hour.

For more information about this position please email hpipestone@rmofpipestone.com

The Letter of Interest from applicants should include education and experience and will be accepted until August 15th, 2025, and can be delivered, mailed or faxed to:

Rural Municipality of Pipestone
Box 99, Reston, MB R0M 1X0
Phone: 204 -877-3327
Fax: 204-877-3999
Email: hpipestone@rmofpipestone.com

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