

EMPLOYMENT OPPORTUNITY

Recreation Supervisor

The Municipality of Pipestone is seeking an enthusiastic, organized, and community-focused Recreation Supervisor to join our Recreation & Parks Department. This position plays a key role in delivering high-quality programs, events, and services that meet the diverse needs of our community.

Key Responsibilities

- Manage daily operations related to facility bookings, recreation programs, fitness activities, and community events.
- Supervise, train, schedule, and support programmers, summer staff, and casual employees.
- Assist with hiring, coaching, performance management, and staff development.
- Provide administrative support to the Pipestone Albert Recreation Commission Board.
- Develop marketing strategies and create content for digital campaigns, websites, and social media platforms.
- Prepare promotional materials and ensure all program and facility information is accurate and up to date.
- Coordinate with community organizations to support collaboration and local program delivery.
- Collect data and evaluate recreation and leisure needs; recommend improvements to services and policies.
- Assist with grant sourcing, application preparation, and reporting.
- Manage facility rentals, liaise with renters, and communicate policies and regulations.
- Ensure compliance with Workplace Safety and Health standards and municipal policies.

Qualifications

- Degree or diploma in Recreation Management or a related field, or an equivalent combination of education and experience.
- Minimum three (3) years of experience in recreation program development, leadership, budgeting, and marketing.
- Minimum three (3) years of supervisory experience with staff or volunteers.
- Strong communication, interpersonal, and customer service skills.
- Experience presenting to public groups and working with community organizations.
- Proficient with Microsoft Office and comfortable using websites and social media.
- Strong organizational and record-keeping abilities.
- Ability to problem-solve, make sound decisions, and work independently.
- Valid Class 5 Manitoba Driver's Licence.
- Ability to provide satisfactory Criminal Record and Child Abuse Registry Checks.

Working Conditions

- 35 hour work week, Sunday through Saturday, with evening, weekend, and on-call work as required.
- Work performed in offices, facilities, outdoor environments, and community locations.
- Occasional lifting up to 5 kg (11 lbs).
- Must be adaptable, flexible, and comfortable working with limited supervision.

Why Work With Us?

- Opportunity to make a meaningful impact on community wellness and engagement
- Supportive team environment
- Variety in day-to-day work, including programs, events, leadership, and public interaction
- Wage starts at \$27.19 per hour

How to Apply

A resume and cover letter can be emailed, delivered, mailed or faxed to:

Rural Municipality of Pipestone

Box 99, Reston, MB R0M 1X0

Phone: 204 -877-3327

Fax: 204-877-3999

Email: hrpipestone@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.

Feel the Momentum... Experience the Energy!
www.rmofpipestone.com

