

## LEISURE SERVICES MANAGER

**Date:** February 9, 2024

**Location:** City of Weyburn – Leisure

*Explore a rewarding career opportunity in Weyburn, a thriving prairie city in southeast Saskatchewan. As a multifaceted organization, the City of Weyburn is committed to being an engaged and diverse employer that plays a crucial role in shaping the vibrant fabric of our community. With a vision of "A Community for All" and a mission focused on "Growing Through Opportunity," join our dynamic team dedicated to upholding values of service, accountability, integrity and respect. Be part of approximately 150 employees (increasing to over 190 in summer) making a positive impact.*

*Reporting to the Director of Leisure Services, the **Leisure Services Manager** manages the Credit Union Spark Centre, Soo Line Historical Museum, Turner Curling Museum and Heritage Village programs and staff. The incumbent is responsible for operations involving the planning, coordinating, scheduling and the evaluation of a variety of programs. The Leisure Services Manager provides supervision and direction to a large staff comprised of full and part-time employees. As we continue to grow and prosper as a community, we seek a motivated and innovative employee to join our team!*

### **Responsibilities:**

- Act as a member of the Leisure Services Department leadership group assisting with strategic planning and priorities to ensure activities remain in alignment with City value statements.
- Plan, organize, direct, control and evaluate sport, culture and recreation-based programs and events and continually review and revise current programs based on season and identified needs of patrons and community trends.
- Provide technical and professional advice on sport, culture and recreation matters.
- Develop policies and procedures to implement programs.
- Develop strategic plans and negotiate contracts with patrons/user groups.
- Manage employee relations; motivate employees and work collaboratively with other departments.
- Perform regular safety inspections of facilities and equipment to reduce hazards and provide maximum safety to patrons.
- Manage volunteer and stakeholder relationships.
- Manage and maintain recreation management software for all facility scheduling, programs and events.
- Write and manage grant applications to secure funding.
- Set and monitor annual budget for department; ensure targets are met.
- Other duties as required.

### **Qualifications:**

- Two year college diploma or degree in Recreation Management or extensive experience in a similar role.
- Two to three years' program management experience.
- Two to three years' experience in a supervisory role.
- Two to three years' experience with customer service.
- Valid First Aid/CPR an asset



## CITY OF WEYBURN CAREER OPPORTUNITY

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- Experience with Xplor Recreation is considered an asset
- Experience with event management would be considered an asset

**Additional Information:**

- **Job Status** – Full time
- **Benefits** – Competitive salary and comprehensive benefits package including pension
- **Application Deadline** - This position will remain open until a suitable candidate is found

**To Apply:**

Please submit your resumes and cover letters directly to Andrew Crowe, Director of Leisure Services at [careers@weyburn.ca](mailto:careers@weyburn.ca).

The City of Weyburn thanks all applicants for their interest in this employment opportunity but only those applicants invited for an interview will be contacted.