

RECREATION PROGRAM SUPERVISOR

The City of Moose Jaw is seeking an energetic individual to serve as our Recreation Program Supervisor. Under the direction of the Recreation Services Manager, the Recreation Program Supervisor is responsible for all aspects and phases of developing and directing municipal programs and activities, as well as: assisting with staff training; encouraging, promoting and providing leadership training for community recreation groups; preparing reports on attendance, activities, programs and injuries for each recreational area and facility; inspecting recreation programs, areas and centres; determining equipment and materials needs for various programs and providing consultation and advisory services to community associations relating to recreation. If so and you have the following qualifications, this opportunity will be of interest to you:

- Undergraduate degree in Recreation Administration, or as a minimum, Diploma in Recreation Administration with municipal experience
- Class 5 driver's license and vehicle for work purposes
- Working knowledge of municipal recreation programming, scheduling, recreation leadership, community development practices and public relations techniques
- Knowledgeable in computer software packages
- Ability to supervisor, direct and evaluate employees
- Excellent communication skills, both verbal and written

Please submit a resume prior to 5:00 p.m. August 14, 2017, with names of references and clearly indicating Competition #17-20 to:



City of Moose Jaw, Human Resource Services
Fax: (306) 694-4517 or
E-mail: postings@moosejaw.ca

We will contact applicants we wish to consider within 3 weeks of the competition closing date. All applicants are thanked for their interest.