



**Career Opportunity**  
Recreation Manager  
**(Full-time Permanent)**

**Closing:**

December 13, 2024

**Anticipated Start Date:**

Immediate

**Salary Range:**

\$45,000.00 - \$50,000.00

(based on qualifications and experience)

**General Description:**

The Recreation Manager is responsible for examining our current sport, recreational and leisure programming and, in consultation with the community, develops new programs to meet diverse needs. The Manager will be expected to access new funding sources and ensure the recreational offerings to the community continue to grow. The Recreation Manager will work with staff, professionals and stakeholders to create comprehensive plans that improve the participation in health enhancing physical activity.

**Responsibilities:**

- Promote healthy living through project development and community/group workshops.
- Create and implement a strategic plan to promote and enhance Active & Physical programs focusing on leadership and healthy lifestyles.
- Monitor and implement MPal program that includes overseeing and reporting on activities.
- Ensure a safe and healthy environment.
- Manage recreation funds and the budget process.
- Manage and report on ongoing projects.
- Ensure the safety of staff and patrons participating in programs.
- Assess risk and use emergency procedures as required.
- Assist all certified instructors in the delivery of programs.
- Participate in professional workshops, courses, and ongoing learning.
- Secure funding sources and partnerships to enhance programs.
- Other related duties as requested by the Director of Operations.

**Qualifications and Experience/Skills:**



- Certificate, Diploma or Degree in Sport and Recreation Management, Community Recreation or Hospitality Management with 1-3 years of experience working in recreation, sports programs, community services, or related areas. A combination of education and experience will be considered.
- Experience leading teams, managing budgets, and overseeing programs.
- Experience in designing and implementing recreational programs for various age groups, abilities, or communities is essential.
- Experience managing recreational facilities, including scheduling, maintenance, and staffing, is often required.
- Ability to lead, motivate, and manage teams of staff and volunteers.
- Strong verbal and written communication skills are crucial for interacting with staff, community members, and external stakeholders.
- Knowledge of budget preparation and financial management, including managing funds for recreational programs and events.
- Strong organizational skills to plan, promote, and execute recreational activities or events.
- Ability to handle challenges such as conflict resolution, staffing issues, and logistical obstacles.
- CPR/First Aid Certification.
- Valid drivers licence and reliable vehicle.
- Criminal/Vulnerable Record check and Child Abuse Registry check are required.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email [employmentapplication@sipeknekatik.ca](mailto:employmentapplication@sipeknekatik.ca)

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.*

***Only those applicants who qualify for an interview will be contacted.***