



## **Recreation Director Job Posting**

Application deadline: **Wednesday September 5**

The Eston & District Recreation Board is seeking a full time, permanent Recreation Director to fill a managerial position which oversees all sport and recreation happenings for the region. Recreation is a diverse and fast-paced environment, managing a variety of activities and facilities that help to keep the community active and engaged.

### **Duties**

- Oversee operation and coordination of all activities including ball, soccer, swimming, hockey, skating, curling, bowling and clinics.
- Work with the Recreation Maintenance Manger on the management of all recreation facilities including the arena, swimming pool and fairgrounds.
- Manage all Recreation Department lifeguards, summer camp staff and the booth convener, including hiring, training, coaching and performance management.
- Work closely with the Recreation Board on planning, operational policies, budgeting, capital forecasting, special events and service standards.
- Coordinate fundraisers, special events, and tournaments.
- Deliver effective marketing and communications initiatives.
- Manage inquiries, budgets, scheduling, grant applications and reporting, sponsorship programs, and website content.
- Interact with a variety of community members, volunteers and stakeholders.
- Diversify and develop new programming in order to enhance community engagement and participation rates.

### **Qualifications**

The ideal candidate has training in the field of business or recreation, or equivalent training and experience. He or she has supervisory, budget and coordination experience. The candidate is enthusiastic, works well with youth, is organized, has good attention to detail and can manage a large volume of competing demands.

The starting annual salary for the position ranges from \$40,000 to \$60,000 depending on the experience and qualifications of the candidate.

### **Town of Eston**

The Town of Eston is located in West Central Saskatchewan, just 25 km north of the South Saskatchewan River and the Eston Riverside Regional Park. With a population in the region of around 1,500, Eston is a vibrant, active farming community with a growing oil & gas sector. The Town boasts a K-12 school, Eston College, the Eston Wheatland Regional Library, the Prairie West Historical Centre,

four churches, the Eston Press weekly newspaper and an airport. Eston is a community of volunteers, with many active organizations and noted annual events such as the Eston River Trek, Lions 95 Ladies Night Out, an indoor rodeo and Canada Day celebrations. More information on the Town of Eston is available at [www.eston.ca](http://www.eston.ca).

### **Applications**

For more information or to submit applications, including cover letter, resume and at least three references, contact the Town Office by email at [contact@eston.ca](mailto:contact@eston.ca), in person at 217 Main Street, or by mail to Box 757 Eston SK S0L 1A0.