



Career Opportunity

The Town of Kamsack is seeking a dynamic leader to join our team as the **Recreation Director**.

Reporting to the Chief Administrative Officer (CAO), you will be part of a small management team and tasked with specific responsibility to ensure quality recreational, sport, heritage and cultural facilities, programs and services are available for the residents of the Town of Kamsack.

Duties and Responsibilities

- Ensure recreational facilities are maintained in order to ensure a safe, clean and appropriate environment for recreational activities. Facilities include the Broda Sportsplex, Sportsgrounds (including ball diamonds, soccer field and disc golf course), Swimming Pool, Skate-park, OCC Hall, Walking Trail and Playgrounds.
- Develops and manages a comprehensive program of sports, recreational and cultural activities are available for all community members.
- Builds relationships with the various community and non-profit groups within Kamsack and the region and represents the Town at various meetings and on select boards.
- Responsible for building a broad and effective communications network for the Town of Kamsack including website, social media and various advertising streams.
- Administers the Saskatchewan Lotteries Community Grant Program.
- Manages the administrative functions for the Recreation Department.

Qualifications:

- Post-secondary education in disciplines such as recreation management, sports administration or related areas of study
- Experience in mentoring and developing and supervising staff teams
- Strong management, motivational and interpersonal communication skills coupled with excellent administrative and organizational skills are necessary.
- Ability and desire to work in a collaborative manner with a wide range of stakeholders
- Valid class 5 driver's license and clean driving abstract

Salary: Dependent on qualifications & experience

Apply in Confidence by May 6, 2019 to:

Chief Administrative Officer
Town of Kamsack
Box 729
Kamsack, SK, S0A 1S0
admin.kamsack@sasktel.net