



## Town of La Ronge - Community Services Department

### Job Posting

#### POSITION – COMMUNITY PROGRAMMER

The Town of La Ronge invites applications for the full-time permanent position of Community Programmer in the Community Services Department. This position will assist in the development and implementation of marketing and promotion strategies for the Town of La Ronge. Reporting to the Manager of Community Services, this position will provide community event planning and promotion and be located in La Ronge, Saskatchewan.

#### Primary responsibilities include:

- Develops, writes, edits and produces promotional materials to create public awareness of programs;
- Special event planning;
- Shall assist in the day to day operations of the Community Services Department;
- Shall support and liaison with the Northern Community & School Recreation Coordinator Program as well as maintain a working relationship and liaison with the local school board, local businesses, clubs/organizations and volunteers;
- Preparing and administrating contracts for facility rentals and program instructors.
- Preparation of grants, reports and surveys that are applicable to the Department and/or the Community;
- Facilitate an ongoing planning process in partnership with the Community Services Manager & Senior Administration staff to ensure a strong strategic direction for the Community Services Department;
- Plan, develop, implement & evaluate recreational programming as required, including community consultation component.

#### Qualifications:

A minimum of two (2) years experience in the parks and recreation field, or equivalent experience. A diploma or degree in recreation or satisfactory equivalent combination of education, training and experience.

This position will require strong interpersonal & public relations skills, computer skills, leadership abilities, board governance, strategic planning & implementation skills, accountability & reporting abilities and good oral & written communication skills. The ability to establish cordial relationships with a wide variety of service and civic organizations and the general public is an asset. Creativity, innovation and analytical thinking are essential for this position. In this position, the development and maintenance of positive relationships with community groups, volunteers, clubs/organizations, partners and the municipal government are essential.

#### Special Requirements:

- Must maintain a valid Saskatchewan Class 5 Driver's license.
- Must be subject to a police criminal record check to determine suitability to work with and around children and youth.
- Must be bondable and able to receipt monies.
- Must be available to work a flexible schedule including some evenings, weekends and irregular hours to accommodate groups and residents.

The Town of La Ronge provides an extensive benefits package and pension plan, including an additional week vacation for Northern Annual Leave upon completion of 1 year of service. Salary will commensurate with experience based on a salary range of \$53,206 - \$70,364/year. **For a detailed job description or more information please contact the Town of La Ronge office at 306-425-2066.**

Applicants should submit a detailed resume including cover letter, references and expected salary to the following **on or before September 15, 2017 at 4:00pm** to:

**Town of La Ronge – Community Services Department**

Attn: Tonia Logan

Box 5680

La Ronge, Saskatchewan

S0J 1L0

Fax (306) 425-3883

Email: [tolrec@sasktel.net](mailto:tolrec@sasktel.net)

The competition for this position will remain open until a suitable candidate is found. The Town of La Ronge would like to thank all applicants for their interest in this position; however only those candidates selected for an interview will be contacted.