



Position Title: Recreation Program Coordinator

Department:	Parks, Culture, & Recreation
Reports To:	Director Parks, Culture & Recreation
Creation/Revision Date:	August 2025
Salary Range:	\$45,760.00 - \$62,400.00
Status:	Permanent Full-Time

Position Summary:

The Recreation Program Coordinator operates under the supervision of Director of Parks, Culture, and Recreation. The Recreation Program Coordinator is responsible for the organization, implementation, operation and supervision of various programs and special events as well as other duties as assigned.

Key Duties and Responsibilities:

- Develop, plan, supervise and evaluate various recreation programs based on community needs.
- Manage and coordinate rentals, rental contracts, scheduling and registration for the Town's facility rentals, including community hall, baseball diamonds, dry floor arena, etc.
- Research and compile feedback and metrics to understand the community need to identify program and event opportunities.
- Plan and operate the Youth Advisory Council program.
- Assist Parks, Culture, & Recreation Director with day to day planning and operation of programs.
- Set up various fitness, health and activity programs/sessions.
- Operate special events as assigned (ie: Remembrance Day service, Light Up Pilot Butte, Parade, Garage Sale Days, etc).
- Close working relationship with the Communications Coordinator and the Parks, Culture, and Recreation Director to support all program communications, marketing and promotion.
- Develop partnerships with local and area groups to develop programs and work with community, instructors, site maintenance and other groups to ensure quality experiences.
- Develop, coordinate and maintain strong relationships with the Rink Canteen contractor.
- Assist maintenance staff as required (ie: litter pick up, setting up tables and chairs, general cleaning, etc).
- Research and identify new locations and spaces where different programs and events can take place (Church, School, Library, Senior Club etc.)
- Any other duties as assigned by the Director of Parks, Culture, and Recreation.
- Sourcing funding opportunities, grant research and application submissions.
- Attend meetings as required.

**Required Knowledge, Skills, and Abilities:**

- Minimum of two (2) years experience in the parks and recreation field or equivalent.
- Energetic, enthusiastic, and highly professional with superior judgment.
- Strong interpersonal & public relations skills, report writing, leadership, creative and innovation skills.
- Ability to work independently with minimal oversight and direction, as well as part of a team environment. Demonstrate cooperative attitude with management, staff, partners, and customers.
- Self-motivated and experienced with administrative duties.
- Manage time and duties effectively.
- Criminal Record Check (Vulnerable sector required).

Education and Experience:

- A bachelor's degree or diploma in Kinesiology, Education, Recreation & Leisure Studies, Physical Education or a related discipline.
- Hold a valid Saskatchewan Class 5 drivers license.
- WHMIS is an asset.
- First Aid/CPR an asset

Working Conditions:

- Flexible schedule including some evenings, weekends and irregular hours.
- Interaction with constituents and the public at large.
- Operation of desktop computers and peripherals.
- Extended periods of sitting.
- Working in a busy office environment with frequent interruptions.
- Occasional overtime hours will be required.
- Occasional weekend and evening hours will be required depending on program and event schedules.
- Limited travel may be required.
- Occasional peak periods requiring an accelerated work pace with deadlines creating pressure.

Please apply with resume via mail, email, fax, or in person to:

222 Diamond Place

Pilot Butte, SK S0G 3Z0

Email: recreation@pilotbutte.ca

Fax: (306)781-4477

*Only those individuals who are selected for interviews will be contacted.