

JOB DESCRIPTION

JOB TITLE - **COMMUNITY EVENTS & FACILITIES COORDINATOR**

This is a supervisory position reporting to the Shoal Lake Leisure Services Board. The incumbent is responsible for the day-to-day operations of the Leisure Services Office. He/she is responsible for supervising the Facility Operator and staff not under the direct supervision of the Facility Operator.

DUTIES:

1. Communicate regularly with the members of the Leisure Services Board and attend all meetings as required.
2. Financial - Work with the Leisure Services Board, with input from the Financial Chairperson, Facility Operator, rink user groups and hall renovation committee members, to set an annual budget to present to Councils for approval and regularly monitor the budget throughout the year. Review and code incoming bills and payments. Submit invoices and statements to customers and monitor outstanding accounts. Prepare monthly financial statements for board meetings. Identify potential funding sources and prepare funding applications.
3. Events and programming – Assist organizations and individuals in planning and offering diversified leisure programming including physical, cultural, and social recreation to meet the needs of all age groups within the community. Introduce new program ideas and special events to the community and assist with existing programs and events where possible. Assign, train, supervise and evaluate programming/events staff.
4. Facilities – Take bookings for the facilities, with the exception of ice rentals which are to be handled by the Facility Operator. Identify opportunities to increase rentals of the facilities. Identify, with input from the Facility Operator, maintenance issues, equipment replacement, and capital projects for consideration in future planning and budgeting. Develop and implement a comprehensive marketing plan.
5. Communications – Promote the activities of Shoal Lake Leisure Services through regular newsletters, newspaper columns, posters, website, personal contact and attendance at special events, promotions and meetings. Maintain cooperative working relationships with community organizations and individuals.
6. Planning – Identify community needs and interests. Assist the Leisure Services Board in developing long and short term goals and preparing an annual action plan.

QUALIFICATIONS:

- Excellent oral and written communication skills
- Ability to work independently and as part of a team with boards, committees, and volunteers
- Ability to develop and monitor budgets
- Relevant post-secondary training, e.g. Recreation Management, Business Administration, Tourism & Hospitality, Community Development
- Ability to work flexible hours including evenings and weekends
- Valid Manitoba driver's license and access to a vehicle
- Experience supervising staff an asset
- Experience preparing grants an asset
- Experience in events planning and programming an asset
- Experience in facility management an asset