

## **Employment Opportunity**

### **RECREATION PROGRAMMER**

#### **Temporary Part-Time Term**

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**Expires: When Filled**

**Term: Sept 2025 - April 2027 (20 months)**

The Town of Rosthern invites applications from qualified applicants for the position of a Temporary Part-time Recreation Programmer. Under the general direction of the Recreation & Community Development Manager, the incumbent is responsible for planning, developing and implementing community programs and events. For a detailed job description, visit: [www.rosthern.com](http://www.rosthern.com)

**REQUIRED EXPERIENCE & QUALIFICATIONS**

- Grade 12 or equivalent; post-secondary education in Recreation & Community Development or related field considered an asset.
- Previous experience in recreation programming, event planning, or community development considered an asset.
- Availability to work a flexible schedule, including evenings and weekends, as required.
- Demonstrated proficiency in English, both written and verbal.
- Strong computer skills, including Microsoft Office (Word, PowerPoint, Outlook, Excel, Publisher), Canva, web-based programs, and recreation scheduling software.
- Knowledge and experience in the use of social media platforms for communications and promotions.
- Strong organizational and time management skills with the ability to manage multiple priorities.
- Ability to work independently and collaboratively as part of a team.
- Standard First Aid/CPR and WHMIS training considered an asset.
- A satisfactory criminal record check with vulnerable sector search is required.

The starting wage for this position is \$19.03 per hour. The Town of Rosthern is an equal opportunity employer and offers a comprehensive benefits package.

Qualified applicants should submit their resume detailing qualifications, experience and education, along with 3 references to:

Tonya McEachern,  
Recreation & Community Development Manager  
Town of Rosthern PO Box 416  
Rosthern, SK S0K 3R0  
Phone: (306)232-4826  
Email: [recmanager@rosthern.com](mailto:recmanager@rosthern.com)

We thank all applicants, but only those chosen for an interview will be contacted.

## JOB DESCRIPTION

**POSITION TITLE:** RECREATION PROGRAMMER  
**REPORTS TO:** Recreation & Community Development Manager  
**REPORTS:** Program Instructors & Volunteers  
**Date APPROVED:** November 2023  
**Date REVISED:** August 2025

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### PRIMARY DUTIES:

- 1) Program Development & Delivery
  - a) Assist with developing, researching, and applying for recreation and community grants.
  - b) Lead the preparation and logistics of all Town-run recreation events and programming.
  - c) Work with community members, agencies, and resident-led groups to develop and implement programs, promotional initiatives, and community development activities.

#### Administrative Support

- d) Create documents, forms, spreadsheets, promotional and marketing materials.
- e) Support social media postings, website updates, and the municipal alert system.
- f) Assist in the collection and reporting of program statistics and evaluation of services.

- 2) Community Engagement

- a) Provide frontline support to residents and community groups, linking them with resources, facilities, and programming opportunities.
- b) Represent the Town in a professional and courteous manner.

- 3) Other Duties

- a) Perform other duties as required or assigned by the Recreation & Community Development Manager.

### SPECIFICATIONS :

#### Experience & Qualifications

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### **UNIQUE POSITION REQUIREMENTS**

- 1) Regular contact with the manager, co-workers, other departments, community organizations, and members of the public.
- 2) Strong verbal and written communication skills, with the ability to provide clear and detailed instructions.
- 3) Must be able to work with minimal supervision.
- 4) Requires flexibility to work evenings and weekends as programming and events demand.
- 5) Position requires diplomacy, courtesy, tact, and professionalism when engaging with community groups, organizations, and the public.

### **EQUIPMENT AND IT/SOFTWARE OPERATED OR USED:**

- Microsoft Word, PowerPoint, Outlook, Excel, Publisher.
  - Canva and other web-based design/communications programs.
  - Recreation scheduling software.
  - Town website, social media platforms, and municipal alert system.
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Incumbent

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Chief Administrative Officer

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Date