

## Manager of Cultural & Recreational Programs

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn, and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests. The City of Selkirk is currently in search of a **Manager of Cultural & Recreational Programs** to join our team of professionals. The qualified individual will be responsible for operation and ongoing coordination and management of cultural and recreational programming and services.

As Manager of Cultural & Recreational Programs some of your key responsibilities will be:

- **Leadership & Employee Development:** by establishing annual goals and objectives, supporting an environment that encourages creative thinking and innovation.
- **Cultural and Recreational Program Management:** oversee and monitor all cultural and recreational programs in order to ensure the efficient and effective delivery of these programs to the community.
- **Exceptional Citizen Service:** Provide a vibrant, safe and healthy community, by researching all matters impacting upon the provision of cultural and recreational programming and services within the community and to assist in the preparation of long range and short-term planning.
- **Financial Management:** Prepare and submit, to the Department Head, the Division's annual operating budget for the provision of cultural, recreational programs and initiatives.
- **Administrative Management:** assist in the development, implementation, application and review of Department policy and objectives including program planning, user fee and rate reviews.
- **Sponsorship, Grants and Funding Opportunities:** develop and maintain an alternative revenue program by researching and actively seeking sponsorship, advertising, government grant and other alternative funding opportunities suitable to support current and future programs for the Department.

Salary range is \$75,521 to \$84,999 that will be determined by qualifications and experience, plus the City offers a benefits package.

### QUALIFICATIONS

Minimum qualifications shall include:

- Successful completion of a Diploma or Degree from a recognized post-secondary institution in Kinesiology, Recreation Management, Cultural or Recreational Programming or equivalent education and experience in a related field.
- A minimum of 3 years progressive experience in management and supervision of staff preferably in a municipal or unionized environment.
- Demonstrated supervisory and problem-solving skills.
- Proficient in using Microsoft Office, Word and Excel, and the ability to learn new technology as required.
- A valid Class 5 Manitoba Driver's Licence.
- Excellent communication skills both orally and in writing. This includes the ability to understand written and verbal instructions.
- Ability to present clearly and concisely to large groups.
- An understanding of budgets and financial reporting.
- Demonstrated ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts.
- Experience with acquiring sponsorships, government grants and fundraising initiatives.

*Full job description available on the City's website.*

If you would like more information about this position, please visit [myselkirk.ca](http://myselkirk.ca). If you believe you can make a strong contribution to the City of Selkirk as the Manager of Cultural & Recreational Programs, please submit your resume in confidence to [jobs@cityofselkirk.com](mailto:jobs@cityofselkirk.com) quoting position #2019-41. Resumes will be accepted until November 8<sup>th</sup>, 2019.

*The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the City's Human Resources Division at the email mentioned above.*