

PROGRAM MANAGER

Date: May 28, 2024

Location: City of Weyburn – Leisure

The City of Weyburn is a dynamic and progressive community located in the heart of Southeast Saskatchewan. Recently voted the best place to live in the Prairies by MoneySense Magazine, the city has a population of over 12,000 and a solid economic and community foundation upon which new opportunities are continuously built.

Reporting to the Director of Leisure Services, the Program Manager is responsible for the Weyburn Leisure Centre, community-wide programming, City events and other activities as directed. The incumbent is responsible for operations involving the planning, coordinating, scheduling and the evaluation of a variety of programs. The Program Manager provides supervision and direction to a large staff comprised of full and part-time employees.

Responsibilities:

- Act as a member of the Leisure Services Department leadership group assisting with strategic planning and priorities to ensure activities remain in alignment with City value statements.
- Plan, organize, direct, control and evaluate aquatic, sport, culture and recreation-based programs and events and continually review and revise current programs based on season and identified needs of patrons and community trends.
- Provide technical and professional advice on matters involving recreation, aquatics, community programming and events.
- Develop policies and procedures to implement programs.
- Develop strategic plans and negotiate contracts with patrons/user groups.
- Manage employee relations; motivate employees and work collaboratively with other departments.
- Perform regular safety inspections of facilities and equipment to reduce hazards and provide maximum safety to patrons.
- Manage volunteer and stakeholder relationships.
- Facilitate community partnerships
- Manage and maintain recreation management software for all facility scheduling, programs and events.
- Write and manage grant applications to secure funding.
- Set and monitor annual budget for department; ensure targets are met.
- Other duties as required.

Qualifications:

- Two year college diploma or degree in Recreation Management or post-secondary education in a relatable field of study.
- Two to three years' program management experience.
- Two to three years' experience in a management role.
- Two to three years' experience with customer service.
- Valid First Aid/CPR an asset
- Experience with Xplor Recreation is considered an asset
- Experience with event management would be considered an asset



CITY OF WEYBURN CAREER OPPORTUNITY

Additional Information:

- **Job Status** – Full time
- **Benefits** – Competitive salary and comprehensive benefits package including pension
- **Application Deadline** - This position will remain open until a suitable candidate is found

To Apply:

Please submit your resumes and cover letters directly to careers@weyburn.ca . The City of Weyburn thanks all applicants for their interest in this employment opportunity but only those applicants invited for an interview will be contacted.