

**POSITION TITLE:** Leisure Services Coordinator

**STATUS:** Temporary Full-Time

**Job#:** 6272993

**DEPARTMENT:** Leisure Services

**REPORTS TO:** Manager of Leisure Services

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#### **JOB SUMMARY**

*The incumbent will play a key role in promoting arts and culture through programs, events, and initiatives while supporting museums and community programming, particularly during the summer months. Reporting to the Leisure Services Manager, this position will work collaboratively with artists, arts groups, schools, and other community organizations to ensure the City is offering art programs, gallery & museum tours and more. The incumbent will build and strengthen relationships with artists, cultural groups, and organizations to fostering a vibrant arts community and enhancing leisure services across the city.*

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#### **SUMMARY OF RESPONSIBILITIES**

##### **Organization/Planning:**

- Facilitate City art programs in a structured and timely manner
- Ensure all materials and spaces are prepared prior to program start
- Coordinates and facilitates Gallery Tours and museum tours
- Organize and develops programs and events as needed

##### **Customer Service:**

- Provide accurate and friendly information about leisure services and program schedules
- Process registrations, attendance, and admissions accurately
- Support program delivery through cleaning, setup, and participant engagement
- Foster an inclusive and welcoming environment for all participants

##### **Administration:**

- Adhere to all safety and facility/City operating policies
  - Adhere to time-sensitive schedules and assigned duties
  - Maintain attendance records and program logs
  - Sticking to a time sensitive schedule
  - Will attend mandatory staff meetings when necessary
  - Other duties as assigned.
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#### **JOB REQUIREMENTS**

##### **EDUCATION**

- Preference will be given to applicants with Post-secondary education in arts, recreation, leisure services or a related field; consideration may be given to applicants with a combination of education and experience.
  - First Aid/CPR C certification is an asset
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- Satisfactory criminal record with a vulnerable sector check

**EXPERIENCE would be considered an asset:**

- Experience in program delivery or facilitation
- Basic data entry or financial transaction experience
- Familiarity with leisure, recreational, educational, and arts programming is preferred
- Experience planning and delivering arts-based programs such as visual arts, crafts, or cultural workshops
- Experience working in a multi-use facility or community setting

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### SKILLS AND COMPETENCIES

#### Teamwork

- Respects, cooperates and works well with others.
- Understands differences in others and builds effective team relationships.

#### Communication

- Strong customer service and communication skills
- Expresses ideas and information clearly in a style which suits the audience and the situation.
- Is an active listener who strives to understand others
- Reporting on changes in calendars or programs
- Reporting incidents

#### Accountability

- Acknowledges responsibility and takes ownership for actions and mistakes.
- Takes corrective actions when things go wrong.
- Acknowledges responsibility to ensure safety of all program participants.

#### Adaptability

- Responds well to change with the flexibility to modify courses of action.
- Manages competing demands effectively.
- Can adapt to a fast paced environment
- Ability to facilitate all types of leisure
- Ability to adapt to schedule changes

#### Integrity

- Demonstrates strong principles and credibility
- Delivers on commitments honestly and reliably

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### WORKING CONDITIONS

- Most responsibilities are carried out actively on the floor, facilitating programs and ensuring timely setup. Programming will be delivered to multiple age groups.
- Work schedule is based on programming needs and community demand. Candidates must be available to work evenings and weekends.

#### ADDITIONAL INFORMATION:

- **Status:** Temporary Full-Time
  - **Start Date:** February 16, 2026 – August 31, 2026
  - **Scope:** CUPE Local 90
  - **Wage:** Starting at \$23.52 as per the CUPE CBA
  - **Applications Accepted until:** February 4, 2026
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#### To Apply:

Please submit your resume and cover letter with the job you applying to directly to Amanda Wallace at [awallace@weyburn.ca](mailto:awallace@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.