



CITY OF WEYBURN

JOB DESCRIPTION

Leisure Program Facilitator

Date: August 13, 2026

Location: City of Weyburn – Spark Centre

Job #: 6323927

Reporting to the Leisure Services Manager, the Leisure Program Facilitator provides front-line support to patrons by greeting, assisting, and sharing program information. The role includes setting up, taking down, and facilitating scheduled activities, classes, and events. This position plays a key role in delivering high-quality leisure and arts programming through strong customer service and program facilitation.

RESPONSIBILITIES

Organization/Planning:

- Plan ahead to ensure smooth transitions between programs and activities
- Facilitate programs in a structured and timely manner
- Ensure all materials and spaces are prepared prior to program start

Administration:

- Handle payments and transactions; prepare basic reports as needed
- 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

EDUCATION

- Grade 12
- First Aid/CPR C certification is an asset
- Satisfactory criminal record with a vulnerable sector check

EXPERIENCE

- 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

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

Additional Information:

- Job Status – Permanent Full-Time
- Classification: CUPE
- Wage: \$16.02-\$17.49

To Apply:

Please submit your resumes and cover letters directly to **Kendra Colbow, Leisure Services Manager** at careers@weyburn.ca. Reference Job Order # in the email subject line. 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.

Application Deadline – Competition will remain open to internal applications until August 20, 2026