



East St. Paul Community Centre is currently looking for a part-time recreation-minded Manager.

**Purpose:**

The primary purpose of the individual in this position shall be to serve as a vehicle to which valuable information is distributed from the East St. Paul Community Centre to its membership base and the overall municipality it serves. Further to this, its purpose is also to serve as the central contact for all ESPCC board members, in the support and development of their specific functions, most of which are children's programming related.

**Administrative:**

- This position will assist the canteen manager in the operation of the ESPCC Canteen including payroll, hiring, supervising, scheduling, product ordering.
- This individual will attend monthly executive/board meetings, and various meetings with the RM of East St. Paul. This position may be required to attend Interlake Committee meetings.
- This position will assist in the development and distribution of ESPCC seasonal Newsletter.
- This individual will oversee the continued maintenance of the ESPCC website in collaboration with our Webmaster.
- This person will be responsible for coordination of changes to the ESPCC outdoor Marquis.
- Assist in seeking and reviewing grant opportunities as it related to recreation and leisure services.
- This position will be responsible for invoicing and collecting on arena advertising. This person may be required to build on existing advertising through Zamboni, board, or ice advertising.
- Ongoing communication with ESPCC active board members and the Community Services Manager for the Municipality of East St. Paul is essential in this position, in order to sustain an appropriate level of service to this community.

**Community Awareness:**

- In collaboration and consultation with the executive board of directors, membership base, and other community members, this individual shall assist in facilitating the provision of programming opportunities that meet the expressed needs of the municipality of East St. Paul.
- This individual should have the ability to identify strengths and weaknesses of the organization and what further opportunities the organization has the unique ability to offer.
- This individual should have the ability to identify community influences that serve as threats or other opportunities in the environment, and determine how ESPCC can improve on enhancing the profile of services being offered.
- In collaboration with the executive board of directors, this individual shall build on awareness of the ESPCC as a recreation and leisure service provider within the community.

### **Programming:**

- Oversee and assist the volunteer base in administering children's sport and recreation programming to the Municipality of East St. Paul.
- Maintain accurate record of East St. Paul Community Centre participation membership database.
- Identify strategies to assist families in accessing desired recreation and leisure needs and opportunities.
- Set program fees and program structure in collaboration with elected board members and sport associations.
- Inventory, organize, distribute, and collect, all sport equipment (hockey, soccer, hardball).
- Ensure public good program delivery is consistent with ESPCC's overall mission and priorities.
- Assist in implementing consistent safety policies for all participants, employees and public.

### **Financial:**

- Demonstrate active interest and participation in financial accountability procedures.
- Tracking of all financial transactions including revenue, invoicing, and disbursements pertaining to children's sport registrations, canteen payroll, and other various areas.
- Organize and prepare financial process for seasonal sport registration.
- Reconcile monthly accounts to the GL with use of Quicken XG.
- Maintain accurate up to date record of the East St. Paul overall financial position, and adhere to budgets as required. This position may be expected to develop various budgets.
- Gather and prepare financial records for submission to accountant for annual financial review.

### **Other duties as required and assigned.**

**This position will be required to shift adjust to support program and meeting needs.**

### **Qualifications:**

1. A University degree related to Leisure Services and/or an acceptable combination of recreation training and experience
2. Must be at least 18 Years of age
3. Must be able to provide a recent Criminal Record Check & Child Abuse Registry Check
4. Must be able to take initiative and work under minimal supervision
5. Strong organizational, financial and strategic planning skills
6. Proficient knowledge in volunteer development and recognition
7. Proficient knowledge of special events coordination and planning
8. Physically active and familiar with sport, recreation, and community centre culture
9. Must demonstrate knowledge the leisure service delivery systems and philosophies
10. Demonstrated ability to plan, assist in coordinating, supervising and evaluating various programming
11. General knowledge of the political and civic structures
12. Must have or be willing to undertake, and relevant training as designated by the community centre

13. Demonstrated ability to communicate effectively in English both orally and in writing
14. Demonstrated ability to relate well to the general public and other RM employees
15. Must possess a valid Class 5 Manitoba driver's License.

**Hours:** Average 25 per weeks

**Salary:** \$20,000 – \$25,000 depending on qualifications

**Responsible to:** The Executive Board of Directors

This position is a part-time contractual position, paid on contract. Length of position will be determined by both the successful candidate and the Executive Board of Directors.

Anticipated start date is Monday August 9<sup>th</sup>, 2010.

Please send Cover Letter and Resume via e-mail to [manager@espcc.ca](mailto:manager@espcc.ca). Or, mail to East St. Paul Community Centre, 264 Hoddinott Road, ESP, MB, R2E 0H7. We must receive all resumes **no later than 4:00pm on Friday July 16.**

\*\*\*While we appreciate all applications, only those applicants selected for interviews will be contacted\*\*\*

To view our **detailed Job Description** for this position, please go to the East St. Paul Community Centre website at [www.espcc.ca](http://www.espcc.ca)