



TOWN OF SWAN RIVER

RECREATION DEPARTMENT

Employment Opportunity

Youth Summer Coordinator – Full Time (Term)

The Town of Swan River Recreation Department is accepting applications for a full-time, Youth Summer Coordinator for the summer months.

Under the general supervision of the Director of Recreation, the Youth Summer Coordinator shall be responsible for planning, organizing, and overseeing summer programs for youth. This role typically involves coordinating activities, managing staff and volunteers, and ensuring a safe and engaging environment for participants.

Qualifications:

Applicants are required to have the following to be eligible for employment:

- Completion of a minimum Grade 12 or GED.
- Standard First Aid and CPR-C.
- Demonstrated ability and genuine interest in working closely with children, including fostering a safe, engaging, and supportive environment.
- Strong organizational and leadership skills.
- Excellent interpersonal skills.
- Valid class 5 Province of Manitoba license.
- Ability to communicate tactfully and courteously with the public.
- Previous experience in program coordination, youth work, or a related field is highly beneficial.

Applicants must possess, or be willing to obtain, the following:

- Satisfactory Child Abuse Registry Check and Criminal Record Check (to be obtained prior to employment).

Start and end dates of position can be negotiated. A detailed job description is available upon request at the Town of Swan River Office.

Application Process:

Interested candidates are invited to electronically submit a resume, cover letter, and three work-related references by **April 24, 2026, at 4:30 p.m.** to:

Danielle Gordon-Broome, Director of Recreation

Email: dgordon-broome@townsr.ca

Questions can be directed to:

Danielle Gordon-Broome, Director of Recreation

Phone: (204) 734-4586 ext. 212 | Email: dgordon-broome@townsr.ca

We thank all applicants for their interest. Only those selected for an interview will be contacted.