



TOWN OF SWAN RIVER

RECREATION DEPARTMENT

Employment Opportunity **Community Summer Coordinator – Full Time (Term)**

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

Under the general supervision of the Recreation Manager, the Community Summer Coordinator shall be responsible for planning, organizing, promoting, and overseeing summer programming within the Town of Swan River parks and recreational facilities. This position will coordinate and support a variety of community-focused programs and events including, but not limited to, Canada Day Celebrations, park stage entertainment, community fitness programs, and disc golf, beach volleyball and bocce ball tournaments.

The Community Summer Coordinator will also work collaboratively with community groups and organizations to encourage engagement and use of Town parks and recreation facilities, as well as recruit, coordinate, and engage volunteers to support events and programming while helping to create a safe, welcoming, and active community environment.

Qualifications:

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

- Completion of a minimum Grade 12 or GED;
- Strong organizational, leadership, and time management skills;
- Excellent interpersonal and communication skills;
- Ability to communicate tactfully and courteously with the public;
- Demonstrated ability to work independently and as part of a team;
- Availability to work a varied and flexible schedule, including evenings and weekends as required for events and programming;
- Experience with event planning, recreation programming, marketing, or community engagement is considered an asset;
- Experience working with community groups, volunteers, or the public is considered an asset; and
- Valid Province of Manitoba Class 5 driver's license.

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

- Standard First Aid and CPR-C certification; and
- 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 **May 22, 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.