



THE TOWN OF SWAN RIVER

Join Our Team as Director of Recreation Town of Swan River, Manitoba

Are you looking for an exciting new opportunity in a welcoming, close-knit community? The Town of Swan River is a vibrant municipality nestled between the scenic Duck Mountains and Porcupine Hills. With excellent schools, healthcare services, a strong sense of community, a high quality of life, affordable living, and access to year-round outdoor activities like hiking, fishing, skiing, and snowmobiling, Swan River is a great place to live, work, and play.

We are currently accepting applications for a **full-time Director of Recreation**. This position offers a **competitive salary and benefits**, opportunities for **training and advancement**, and a **supportive, family-friendly work environment**.

Key Responsibilities:

Reporting to the Chief Administrative Officer, the Director of Recreation will oversee the planning and management of the Town's recreation facilities, programming, and parks. Key duties include:

- **Leadership:** Foster employee development through effective supervision and performance management.
- **Facility & Parks Management:** Oversee operations of the aquatic centre, arena, and multiple parks.
- **Administrative Oversight:** Develop and implement policies and procedures to ensure efficient service delivery.
- **Financial Management:** Prepare annual budgets, track and pursue grant opportunities, and manage strategic initiatives.
- **Asset Management:** Support the Town's Asset Management Program by coordinating upgrades and maintenance of recreation facilities.

Preferred Qualifications:

- Post-secondary education in recreation studies or a related field.
- Experience in municipal recreation services.
- Strong leadership, organizational, and communication skills.
- Proven ability to manage change and work independently.
- Knowledge of pool and ice plant/arena operations.
- Experience with budgeting and HR management.
- Proficiency in Microsoft Office Suite.

Compensation:

Salary will be commensurate with experience and qualifications, within the range of \$64,714.90 to \$78,661.37 annually.

How to Apply:

Please submit your **resume and cover letter** outlining how your experience and qualifications align with the role. The position will remain open until filled. A **Criminal Record Check** will be required for candidates under consideration.

A full job description is available upon request.

Contact:

Will Tewnion, Chief Administrative Officer

Town of Swan River

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I respectfully acknowledge that I work within Treaty 4 territory, the land of the Cree, Saulteaux, Dakota, Lakota, Nakota, and the homeland of the Red River Métis. The spiritual and practical relationship to the lands creates a rich heritage for our learning and our life as a community. We shall honour and respect these treaties.