TOWN OF BALGONIE
JOB POSTING

Position Title:	Recreation Director
Classification:	Full-Time, Year-Round (New Position)
Hours of Work:	Average of 35 hours per week (Requires evening, weekend, and split-shift flexibility)
Expected Start Date:	February 1, 2027
Reports To:	Superintendent of Facilities and Public Works

Opportunity Overview

The Town of Balgonie is seeking an energetic, community-minded professional to step into the brand-new role of Recreation Director. This exciting position offers a unique opportunity to build, shape, and expand the town's community leisure landscape from the ground up.

Working collaboratively with our Town Administration Team and the volunteer Parks and Recreation Board, you will take ownership of community programming, steer major fundraising events, and secure regional grant funding. As this is a newly established position, you will play a critical role in capturing existing local practices and evolving them into structured, lasting municipal policies.

Key Responsibilities

- **Program & Event Facilitator:** Plan, deliver, and coordinate programming, recreational activities, and seasonal operations, including directing the local outdoor swimming pool.
- **Fundraising Leadership:** Partner with the Dinner Theatre Committee to handle logistics, financial tracking, and volunteer management for the Town's marquee Annual Dinner Theatre fundraiser.
- **Facility & Contract Management:** Oversee the master scheduling calendar for town assets (including the Balgonie Multiplex, Stardome); administer rental agreements for the hall and contracts for the arena, and manage arena sponsorship signage.
- **Grant Administration:** Manage local allocations for the Saskatchewan Lotteries Community Grant Program and coordinate regional inter-municipal funding structures with partnering Rural Municipalities (RMs).
- **Community Communication:** Design and write seasonal recreation guides, promotional brochures, and newsletter submissions; draft creative content for the town website and social media networks in collaboration with digital administrative staff.

- **Policy Documentation:** Observe daily workflows to progressively document current operational routines into standardized practices and formal policy recommendations for Town Council approval.

Qualifications & Skills

- **Education:** A Degree or Diploma in Recreation Management, Leisure Studies, Kinesiology, or a related discipline.
- **Experience:** 2+ years of leadership experience within a municipal or non-profit recreation setting (an equivalent combination of education and experience will be considered).
- **Core Skills:** Exceptional diplomatic communication skills with a proven ability to support volunteer boards and community committees. Experience in managing rental contracts, tracking grant funding, and creating content layouts (e.g., Canva) is highly valued.
- **Compliance Demands:** Valid Saskatchewan Class 5 Driver's License, current Standard First Aid/CPR-C, and a clear Criminal Record Check with Vulnerable Sector Screening (required prior to start date).

How to Apply

Please submit your resume and cover letter detailing your relevant experience to:

Town of Balgonie
Email: Heidi.Lang@balgonie.ca
Mail: PO Box 310, Balgonie, SK S0G 0E0
In Person: D-129 Railway Street, Balgonie
Application Deadline: January 15, 2027

The Town of Balgonie thanks all applicants for their interest, however, only those selected for an interview will be contacted.