



RIVERS WEST

District for Sport, Culture & Recreation Inc.

EMPLOYMENT OPPORTUNITY

Position title: Community Development Coordinator

Location: Negotiable (within District boundaries)

Hours: Part-time (20 hours/wk with a potential for hours to increase)

Term: this is a permanent position

Rivers West District for Sport, Culture & Recreation Inc. is a non-profit organization that fosters the development and delivery of sport, culture, recreation and heritage programming and services for the benefit of all people in West Central Saskatchewan.

Qualifications:

- Solid knowledge of sport, culture, recreation and heritage delivery in Saskatchewan, supported by a post secondary diploma or degree or training/experience in a related field.
- Self-starter, energetic, highly self-motivated with exceptional time management skills;
- Program planning and program management skills;
- Excellent analytical, oral and written communication skills;
- Strong presentation and networking skills;
- Computer skills and the ability to maintain an office including records management.

Duties and Responsibilities include:

- Plan and deliver various sport, culture, recreation and heritage programs in the entire west central part of Saskatchewan, such as the Saskatchewan Games and National Coaching Certification Program;
- Coordination of events/activities that facilitate community development through sport, culture, recreation and heritage;
- Working closely with PSGBs, provincial Global partners, and communities and organizations within the District;
- Supervision of summer students.

Reporting Relationships: The Community Development Coordinator reports to the Executive Director of the District.

Salary: Based on qualifications, plus benefits.

Closing date: Friday, July 30th, 2010

For more information on Rivers West District for Sport, Culture & Recreation please visit our website at www.riverswestdistrict.ca Candidates will be required to produce an RCMP Criminal Record Check upon request.

Please submit your resume with three (3) references and cover letter to:

Donna Johnston-Genest, Executive Director

Rivers West District for Sport, Culture & Recreation

P.O. Box 1480, Rosetown, SK., S0L 2V0

Fax: (306) 882-2744 or E-mail: rwdscri.donna@sasktel.net

We thank all applicants. Only those individuals that have been selected for an interview will be contacted.