

RM of Lac du Bonnet



The Rural Municipality of Lac du Bonnet

JOB DESCRIPTION

RECREATION PROGRAM FACILITATOR

Job Title:	Recreation Facilitator	Job Category:	Recreation
Department/Group:	Recreation Department	Date of Last Revision:	February 7, 2024
Location:	RM of Lac du Bonnet	Travel Required:	Yes (to and from programs)
Wage:	\$15.30 - \$17.00/hour	Position Type:	Casual
Reports To:	Recreation Coordinator	Date Posted:	February 9, 2024
Will Train Applicant(s):	Yes	Posting expires:	February 23, 2024

Applications Accepted By:

Email:
recreation@lacdubonnet.com
Subject Line: Recreation Facilitator
Attention: Bianca Tetrault

Mail:
RM of Lac du Bonnet
Box 100, Lac du Bonnet, MB
R0E 1A0

Job Description

JOB SUMMARY

The Recreation Facilitator will be responsible for supporting the operations and delivery of various recreation programs. In collaboration with the Recreation Coordinator, the Recreation Facilitator will meet the needs of the participants and ensure adequate, safe, high-quality programming and customer service. Work will take place primarily evenings, weekends and in-service days.

JOB DUTIES & RESPONSIBILITIES

- Assist with developing, administering, and supervising various recreation programs within the Lac du Bonnet area;
- Responsible for activity program planning and provision;
- Set up and cleaning of program areas and supplies;
- Aid with administrative duties associated with program registration;
- Ensure participants have completed appropriate registration/medical forms;
- Execute quality programming through supervision of participants during activities;
- Immediately and effectively respond to participant concerns;
- Effectively provide quality customer service and act as a knowledgeable resource to community members;
- Ability to manage large and small group work;

- Ability to work with various age groups; children, youth, adults and older adults;
- Aid with the upkeep of our recreation program spaces;
- Perform other duties as assigned by Recreation Coordinator.

PREFERRED QUALIFICATIONS & ASSETS

- Ability to self-motivate and work independently;
- Ability and experience working with the public;
- Ability and experience working with children;
- Must be willing to travel to and from program locations and have access to a vehicle;
- Good working knowledge with Office programs and social media;
- A clear criminal record/child abuse registry check.

Reviewed By:	DCAO	Date:	February 7, 2024
Approved by:	CAO	Date:	February 8, 2024
Last Updated By:	Recreation Coordinator	Dates:	February 7, 2024