

JOB OPPORTUNITY

Technician – Leisure Department - interim position

Under the authority of the Director General and/or the Assistant Director General, the person sought will ensure the smooth operation of the Leisure Department. Do you enjoy planning and organizing recreation programs, activities and events for diverse groups? Would you like to work with organizations in the management of their activities, act as a resource person for them, with volunteers and other stakeholders in the community? Are you able to ensure that facilities, materials and recreational equipment are set up and used properly? We have a challenge for you!

At the end of the interim period, this job will be converted into a pivotal position in collaboration with the Projects, Communications and Leisure departments.

Responsibilities

- Manage, supervise and plan certain municipal tasks within the department
- Recommend measures to improve services
- Participate in the coordination of leisure activities
- Work in conjunction with the Town's Parks Director
- Write reports and prepare cost estimates for activities
- Carry out budgetary follow-ups and collaborate in the preparation of the department's budget
- Collaborate with various committees by providing information required for the leisure department's projects (annual festival, winter party, volunteer party)

Personal Qualifications

- Dynamic, professional and leadership skills, team player with initiative
- Demonstrate thoroughness and good planning and organizational skills
- Available to work from time to time outside of normal working hours

Qualifications

- Minimum of a college diploma (DEC) in recreation intervention techniques
- Two years of relevant experience in recreation, project management or communication
- Adequate knowledge of basic office software (PG Mensys, Office Suite)
- Experience in managing various projects

Working conditions

- Permanent full-time position, 35 hours per week;
- Flexible schedule
- Working conditions and remuneration will be established according to the experience and qualifications of the chosen candidate. The current salary structure includes (10) ten steps (between \$50,086 and \$65,356);
- Wide range of benefits including: 6% RRSP contribution by the employer, 70% employer paid group insurance program, employee assistance program, seven (7) floating vacations per year, possibility of working two days per week from home.

Start date: as soon as possible

Send your resume and cover letter now
now and before August 26 to the
Municipality of the Township of Potton
To the attention of René Vachon
E-mail: adjoint@potton.ca