



Prairie Central District for Sport,  
Culture and Recreation Inc.  
Coordinator - Community Development  
Maternity Leave Position

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Introduction

The Coordinator - Community Development position is a commitment to work with communities in the District to build capacity through the facilitation of sport, culture and recreation programs and services. This will include providing assistance and leadership to key stakeholders in developing and delivering community development initiatives that build capacity and relationships at the grassroots level. The position will also support organizational development opportunities.

Job Description

Reporting to the Executive Director, the Coordinator shall be responsible for managing all aspects of service and support to community development initiatives. This includes administration, aligning resources, and working effectively with delivery partners.

Duties and responsibilities of the Coordinator

- To actively represent the interests of sport, culture and recreation in the District with community members and organizations
- To develop work plans that are linked to the strategic and operational plans of the District
- To liaise with community leaders and encourage participation in sport, culture and recreation opportunities
- To promote the programs and services of the District
- To work within the policies of the District
- To support the Executive Director with records and financial management, gathering and sharing information, planning and project management

Education, Training and Experience Requirements

- Post-secondary diploma or degree in sport, culture or recreation administration or a strong combination of related training and experience
- Experience with computer software and data collection

Other skills and abilities

- Knowledge of community capacity building
- Knowledge of grant programs and related processes
- Ability to build rapport with a wide variety of partners and interests
- Self motivation with excellent organizational skills
- Competent analytical, written and oral communication skills
- Experience working with volunteers and communities
- Solid knowledge of sports, culture and recreation delivery systems in Saskatchewan
- Ability to work independently and as a team member

### Employment conditions

- Maternity leave position ending January 18, 2013
- Full time (37.5 hours/week)
- Salary and benefits commensurate with experience
- The location for this position is Watson or Humboldt

### Applications

Qualified applicants should send a resume and cover letter outlining your experience and salary expectations to:

Stephanie Cuddington [stephanie.pcdscr@sasktel.net](mailto:stephanie.pcdscr@sasktel.net)

Or Box 818 Wynyard, Sask. SOA 4T0

Interviews will be conducted as soon as a suitable pool of applicants is received.

Only those selected for an interview will be contacted. Thank you for your interest in the Prairie Central District for Sport Culture and Recreation