
Prairie Central District for Sport, Culture and Recreation Inc.



~ Employment Opportunity to fill Maternity Leave ~
Prairie Central District - Watson office - Coordinator
Permanent / Full time (37.5 hours/week) ending August 19, 2011

The Coordinator shall:

- Report to the Executive Director
- Be responsible to work with communities to build capacity through the facilitation of sport, culture and recreation programs and services
- Develop work plans that are linked to the strategic plan of the District
- Liaise with community leaders and encourage participation in sport, culture and recreation opportunities
- Promote the programs and services of the District and work as a team member
- Work within District policies (human resource policy, financial policy, etc)

Skills and Qualifications:

- Solid knowledge of sports, culture and recreation delivery systems in Saskatchewan, supported by a post-secondary diploma or training in a related field
- Ability to work independently and as a team member
- Self motivating with excellent organizational skills
- Ability to multi-task
- Experience working with volunteers and communities
- Competent written and oral communication skills
- Strong facilitation and presentation skills
- Strategic thinking and problem solving skills
- Ability to build rapport with a wide variety of partners and interests
- Working knowledge and experience with varied computer applications (ie: MS Office)
- Demonstrated skills in all aspects of financial management including budgeting and monitoring budgets for programs and grants
- Valid Saskatchewan driver's license with access to a vehicle

Hours of Work: Monday to Friday with some evening/weekend commitments

Application deadline: August 31, 2010

❖ Please send resume, stating expected salary, to:

Prairie Central District for Sport, Culture and Recreation Inc.
c/o Stephanie Cuddington, Executive Director
Box 818 Wynyard, Sask. S0A 4T0
Email: stephanie.pcdscr@sasktel.net
www.pcdscr.ca

❖ Thank you for your interest, however, only those invited for an interview will be contacted.