Assistant Director of Recreation, Wellness, & Facilities

Full Time Permanent Position

The Town of The Pas is seeking an experienced, energetic, and community-minded individual to be the Assistant Director of Recreation, Wellness, & Facilities.

Reporting to the Director of Recreation, Wellness, & Facilities, the Assistant Director is responsible for supporting the administration, management, and maintenance of the Roy H. Johnston Arena, Kelsey Recreation and Wellness Centre, Winton Pool, Town parks, playgrounds, sports fields, and other recreational facilities.

Skills & Qualifications

- Post-secondary diploma or degree in Recreation Management, Economics, Business Administration, Public Administration, Kinesiology, or a related field
- Minimum of one (1) year of experience in recreation, facility operations, community services, or a related field
- Good understanding of a unionized environment
- Knowledge of disciplinary processes
- Experience in recreation programming, facility operations, and maintenance practices.
- Knowledge of arena, pool, parks, and recreational facility operations
- Experience coordinating maintenance activities, projects, contractors, or special events
- Effective communication, organizational, and interpersonal skills.
- Proficiency with Microsoft Office
- Ability to establish and maintain positive working relationships with staff, all users of facilities, community organizations, and Town of The Pas residents
- Knowledge of Workplace Safety and Health Regulations
- Current First Aid/CPR certification
- Satisfactory Criminal Record Check and Vulnerable Sector Check

Duties & Responsibilities

- Assist with the planning, organization, and delivery of recreation, wellness, and community programs, activities, and special events
- Assist with the supervision, hiring, training, terminating, and scheduling of recreation and maintenance staff
- Coordinate recreational facility bookings, rentals, tournaments, and community events
- Conduct regular inspections of recreational facilities, grounds, and equipment and identify maintenance needs
- Maintain all facility-related records
- Ensure compliance with safety standards, legislation, and municipal policies
- Assist in addressing facility-related concerns and public inquiries
- Promote recreation programs and services through community outreach, advertising, and social media
- Assist with the preparation of reports and budgets
- Support the planning and development of recreation, wellness, and facility initiatives
- Perform other related duties as assigned

Salary: **Depending on experience, $56 000 to $72,000**

Hours of Work: **Monday through Friday from 8:00 AM to 4:00 PM, and as required**

Applications will be accepted until December 9, 2026 and should be submitted:

Online:	**www.townofthepas.ca/employment-opportunities**
Email:	**hr@townofthepas.ca**
Mail:	**P.O. Box 870, The Pas, MB. R9A 1K8**
In Person:	**81 Edwards Avenue, The Pas, Manitoba**
Fax:	**(204) 623-5506**

The qualifications & duties listed above are a summary of job requirements; selection will be based upon the full requirements detailed in the Job Description, a copy of which is available on request and will be provided to all interviewees.

This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba. We thank all candidates for their interest, however only those selected for an interview will be contacted.