



Hamiota Municipality is currently accepting applications for
Manager of Parks & Recreation
(Permanent Full-Time Position)

Purpose of Position

Reporting directly to the CAO of Hamiota Municipality this leadership role will contribute to the overall operation and planning of physical, social, cultural, creative, and intellectual leisure activities. Responsible for the management of municipal owned recreation facilities, the role will require working with internal and external stakeholders while supporting community groups with grant applications and project fundraising.

Duties & Responsibilities

- Assesses community needs and works closely with committees to enhance and expand community programs.
- Attend scheduled committee meetings to meet the needs of each group.
- Recruits, develops, and evaluates all departmental staff.
- Maintains online booking system for campground and swimming lessons
- Provides coverage for the Facility Foreman.
- Ensures all facilities meet municipal, provincial, and federal regulations for operation.
- Creates and updates department manuals annually
- Follows policies and procedures to address public inquiries and complaints.
- Seeks financial opportunities and prepares necessary applications for funding.
- Organizes and runs fundraising events with committees for capital projects.
- Prepares and monitors the annual budget for each facility.
- Proposes a fee structure for the use of facilities.
- Other duties as assigned.

Required Qualifications

- Post Secondary Education and Experience in recreation management, business administration, public administration, or related fields. A combination of education and experience may be considered.
- A good working knowledge of computers and related business applications (e.g. Microsoft Office, Canva, Cricut Design, etc.)
- Demonstrated effective interpersonal and communication skills.
- Ability to maintain confidentiality.
- Strong organizational and time management skills to set priorities and meet deadlines.
- Ability to multi-task and shift priorities based on the needs of the community.
- Valid Class 5 Driver's License with access to a reliable vehicle
- Standard First Aid and CPR Level "C" is required but training will be provided.
- Pool Operator or Aquatic Facility Operator Certification is required but training will be provided.

Preferred Qualifications

- Life Saving and Water Safety training and instruction are considered an asset.
- Previous experience in municipal government or recreation is considered an asset.

Salary

Hamiota Municipality offers a competitive salary based on education and experience related to the role.

How to Apply

Please submit your **resume and cover letter** to:

Chief Administrative Officer
Hamiota Municipality
75 Maple Avenue, Hamiota, MB
Box 100
Hamiota, Manitoba, R0M 0T0
Email: cao@hamiota.com

A review of applications will begin June 1, 2026; the position will remain open until a successful candidate is found. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

*This position is subject to a satisfactory Criminal Record Check and
Child Abuse Registry Check.*