



Town of Blaine Lake

Box 10

Blaine Lake, Sask, S0J 0J0

Phone 306-497-2531

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www.blainelake.ca

Town of Blaine Lake seeks Facilities Coordinator/Office Assistant

The Town of Blaine Lake is accepting applications for a full time, permanent position of Recreation Director/Office Assistant.

Qualifications for this position are:

- Education and/or experience in recreation planning and development; and office administration.
- Excellent communication, written and facilitation skills
- Leadership skills that motivate others
- Ability to maintain effective working relationships with staff, volunteers, board members and the general public.
- Ability to work independently.
- Must have good computer skills.
- Accounting experience
- Must be bondable.

Duties include but are not limited to:

- Facilitate the operation of all recreation facilities and properties owned by the Town of Blaine Lake
- Establish and maintain a working relationship with local volunteer organizations and committees
- Assist with the organization and delivery of recreation, sport and culture programs and activities.
- Source, apply and follow-up on recreation and culture grants.
- Attend and serve on Special Events Committees that assist in forming positive public relations with the community's citizens and organizations.
- Assist with general municipal office duties.

Salary will be based on qualifications and experience. Position offers the opportunity for advancement. Applicants should submit a resume to:

Town of Blaine Lake
Box 10
Blaine Lake, SK S0J 0J0
blainelake@sasktel.net
Fax: (306) 497-2511

Resume, including references, must be received no later than Friday June 22nd, 2019.

The Town of Blaine Lake wishes to thank all applicants for their interest and advises that only those to be interviewed will be contacted.