

The Town of Carlyle is seeking a qualified Recreation Director to manage the daily operation of the Recreation and Culture Facilities in our community. This position will provide administrative assistance to local recreation, sport and culture groups, oversee management of town facilities, contracted services, department employees, assist in the preparation of budgets and manage Town projects and events.

Ideally, you will have prior knowledge and/or experience with pool and arena operations. As well the candidate should have experience writing grants and working with budgets, supervising staff and working with volunteer groups. A valid driver's license is required, post-secondary education in Recreation and/or Community Development is preferred.

A full job description is available upon request.

This competition is open until a suitable candidate is found. Please Mail, Fax, Email, or drop off your resume complete with references to:

Town of Carlyle
101 – 100 Main Street
Box 10
Carlyle, SK S0C 0R0
Fax: (306) 453-6380
Email: towncarlyle@sasktel.net

We thank all applicants for their interest; successful applicants will be notified.