

Employment Bulletin (Internal/External)

North Battleford

The City of North Battleford is seeking a dynamic leader to join our Management Team and advance recreation and community programming for our residents. You will oversee the Don Ross Community Centre, direct the Central Booking system, and develop programs and events that strengthen our community. This role offers the opportunity to lead a dedicated team, build community partnerships, and see the impact of your work every day.

Community Programs, Central Booking & Don Ross Centre Manager

(40 Hours per week) Full-Time

What You'll Do

- Lead daily operations of the Don Ross Community Centre, including its gymnasium, rental rooms, and tenant leases.
- Manage the online booking system used across all City recreation facilities.
- Develop and deliver community programs and special events, building partnerships and sponsorships.
- Prepare budgets, monitor revenues, and manage grants.
- Mentor and supervise a dedicated team of staff and contract instructors.
- Work with fellow managers to keep every facility booked and invoiced accurately and on time.
- Coordinate the seasonal Parks & Recreation Guide and serve as the main contact for tenants, renters, and user groups.
- Report to the Director of Parks & Recreation and present to Council when required.

What You Bring

- Diploma or degree in Recreation Services or a related field, or equivalent education and experience.
- 3–5 years in recreation programming, facility management, or booking, including 2+ years in a supervisory role.
- Proven event planning, customer service, and conflict-resolution skills.
- Strong communication skills and high emotional intelligence.
- Experience with online booking and registration software (an asset).
- Valid Class 5 Driver's License. Satisfactory Criminal Record Check including Vulnerable Sector Search.

Why You'll Love It Here

You'll be part of a collaborative Management Team, working alongside colleagues across Parks & Recreation. Every day brings variety, from welcoming tenants and creating programming to shaping budgets and growing community partnerships. If you're energized by building community, this role is for you.

Competition Number: **DRC2026 - 2**
Hours of Work: Monday to Friday, 8:00 a.m. to 5:00 p.m., with occasional after-hours event support
Posting Closing Date: When a suitable candidate is found

Contact Information

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to email:

hr@cityofnb.ca

City of North Battleford
1291 101st Street
P.O. Box 460
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700
Fax: 306 445-0411

We thank all applicants for their interest; however only those selected for interviews will be contacted.

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the Saskatchewan Human Rights Code, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

www.cityofnb.ca

Collaboration Communication Integrity Respect Trust Professionalism Accountability Fun Attitude