

Recreation Coordinator



Location: Rural Municipality of Edenwold No. 158, Saskatchewan

Employment Type: Part-time, Permanent (with potential to transition to full-time)

Department: Administration

About Us

The RM of Edenwold (RM) is a growing municipality that combines rural charm with modern opportunities. Our team plays a key role in supporting vibrant communities, thriving agriculture, and dynamic business districts. Located along major highways, we're a hub for development and innovation—making your work impactful and rewarding.

Role Overview

We are seeking a motivated and community minded individual to lead recreation and culture initiatives across the municipality. Guided by the Official Community Plan, Strategic Plan, and Parks & Recreation Master Plan, this role works collaboratively with external service providers, neighbouring municipalities, community organizations, and funding partners to enhance resident access to programs, services, and facilities.

This is a part time permanent position with the potential to evolve into a full time role.

Key Responsibilities

- Develop and implement recreation and culture initiatives aligned with municipal priorities
- Build and maintain strong working relationships with recreation providers, schools, community groups, sport and culture organizations, service clubs, and regional partners
- Support regional events, programs, and joint planning initiatives
- Identify and pursue funding opportunities, including preparing grant applications, budgets, and required reporting
- Promote recreation and community initiatives through communications, outreach, and stakeholder engagement
- Prepare reports, summaries, and background materials to support internal planning and Council decision making
- Provide project management support for recreation related projects

Education & Qualifications

The successful candidate will possess the following education, skills, and attributes:

- Diploma or degree in recreation, leisure studies, or a related field
- Experience working with community organizations, service providers, municipalities, or public sector partners

- Demonstrated ability to build and maintain collaborative working relationships
- Strong written and verbal communication skills
- Excellent organizational, coordination, and project support abilities
- Ability to work independently and adapt within a new and evolving role
- Valid Saskatchewan driver's license

Compensation

The RM of Edenwold offers a competitive salary and benefits package based on education, qualifications, and relevant experience.

How to Apply

Qualified candidates should submit a resume and cover letter to the RM of Edenwold No. 158, Attn: Shauna Bzdel by:

- **Email:** info@edenwold-sk.ca
- **Mail or In-Person:**
 - RM of Edenwold No. 158
100 Hutchence Road
Emerald Park, SK S4L 1C6
- **Fax:** 306-347-2970

Applications will be accepted until **4:00 p.m. on Friday, May 8, 2026.**

We thank all applicants for their interest; only those selected for an interview will be contacted.