



MANAGER OF COMMUNITY SERVICES

Riverdale Municipality is seeking applications for a full-time permanent Manager of Community Services based out of the Riverdale Community Centre (101 Main St, Rivers). This position operates on a flexible schedule, with hours varying to meet the operational and community needs.

Under the supervision and direction of the CAO, the Manager of Community Services will manage the day-to-day operations of the recreational centers & services with the Municipality.

Duties include, but are not limited to:

1. Works directly with community organizations to provide reasonable assistance and support in order to maximize community involvement in identifying, assessing, and responding to needs and opportunities.
2. Plans, schedules, implements, promotes, supervises, and evaluates recreation programs, services and facilities for a variety of age groups.
3. Prepares and implements promotional material and develops marketing strategies.
4. Assists in the preparation of grant applications for recreation programs or facilities within the municipality.
5. Management of staff (2 Full time, and up to 5 in peak seasons)

Skills and Education

- Diploma in recreation or a related field strongly preferred.
- Demonstrated supervisory or management experience is strongly preferred.
- A minimum of two years' experience in a municipal recreation position is preferred.
- Provision of a Child Abuse Registry and Criminal Records Check.
- Must have a valid Manitoba Class 5 driver's license.

The preferred applicant will have excellent interpersonal skills both written and verbal, be well organized and detail oriented.

A detailed job description is available at the Municipal Office or on our website at www.riversdaly.ca Wage will commensurate with qualifications and experience.

This posting will remain open until filled. Applications will begin to be reviewed on June 1, 2026.

We appreciate the interest of all applicants; however, only those selected for an interview will be contacted.

Please submit a completed resume with 3 references, and a cover letter to the undersigned:

Marci Quane, CMMA
Chief Administrative Officer
Riverdale Municipality
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Email: cao@riverdalemb.ca ~ website: www.riversdaly.ca