

Southport is a not-for-profit property management and development company, located 3 km south of Portage la Prairie, Manitoba, Canada. **Southport's mission** is *"To stimulate economic development in the communities we serve by realizing the full potential of Southport's airspace, airport, and commercial and residential properties"*. We are committed to providing quality customer service and establishing a sense of community around Southport that will enrich the experience of doing business with us.

Southport is seeking a Manager, Recreational Facilities. This position is a full-time temporary position, anticipated to start mid-April 2024 and end October 15, 2024, with the possibility of an extension for an additional 6 months. Reporting to the Director, Development, the Manager, Recreational Facilities efficiently and effectively manages and delivers services associated with the Central Plains RecPlex, Southport Bowl, and all public-use outdoor amenities located on Southport Aerospace Centre Inc.'s site. The successful applicant will also oversee and coordinate all aspects of the Southport Golf Club operations including, but not limited to, process development to prepare for future golf seasons, staff management, and grounds maintenance contract management. They will also be responsible for maintaining and managing business with all customers, contractors and to develop new relationships, as required. Key duties and responsibilities of this position are to:

- Oversee and delegate duties related to the hiring, safety, training, supervision, and performance of all recreation employees.
- Implements strategies to promote effective conflict resolution and main maintain a harmonious work environment.
- Provide coaching and support to recreation team members to address interpersonal issues.
- Complete annual performance reviews on all full-time, salary, recreation staff.
- Participate in annual Business Planning processes.
- Collaborate and oversees the preparation of cost control and inventory reports.
- Prepare, monitor, and report on operating and capital budgets for all recreational facilities.
- Review payroll and cash sheets.
- Pursue additional funding opportunities to support additional programs and upcoming projects.
- Oversees, delegates, and supports the creation, booking, coordination, and execution of events within recreation facilities.
- Ensure all facilities and grounds are maintained.
- Develop and administer a preventative maintenance program for facilities and equipment and maintain records.
- Ensure appropriate inventory control procedures are in place for equipment and supplies.
- Assist with the maintenance of memberships and facility rentals, while soliciting new business for the facilities.
- Guide and support the preparation, negotiation and managing of user agreements.
- Assist in the development of marketing plans for each facility.
- Coordinate with Marketing in operation of each facility's digital forum (website, social media, calendar of events, etc.).
- Provides guidance and support between employees, members, and user groups when dealing with complaints or concerns of workplace conflict.

- Support and coordinate Military-use of all recreation facilities.
- Ensure Workplace Health and Safety programs are maintained and adhered to.
- Ensure facilities meet all safety and applicable codes.
- Monitor and uphold the safe conduct of employees and customers.
- Maintain and ensure compliance of emergency plans.
- Other duties as assigned.

**Position requirements:**

- 3-5 years experience in a management position or greater.
- Experience with budgeting, inventory control and cost control.
- Experience in either food service or recreation industry is of benefit.
- Proficient in MS Office.
- Basic First Aid and CPR.
- Strong interpersonal and customer service skills.
- Desire for growth and learning.
- Valid Class 5 driver's license.

Prior to the commencement of employment, the successful applicant will be required to provide proof of COVID-19 vaccination by providing a Government of Manitoba issued QR code and photo identification or providing proof of an exemption from the COVID-19 vaccination approved by the Government of Manitoba.

**Join the Southport Team** – as an employee of Southport, you will receive the following:

- Competitive Salary
- Complimentary Gym Membership

Interested applicants are invited to submit their application online at [www.southport.ca/careers](http://www.southport.ca/careers).

Any questions regarding the job can be addressed to:

Southport Aerospace Centre Inc.

**Attention:** Human Resources

25 Centenaire Drive

Southport, MB R0H 1N1

**Email:** [hr@southport.ca](mailto:hr@southport.ca)

**Phone:** 204-428-6031

This job posting will remain open until filled. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**The Southport Culture:**

Southport is dedicated to our communities and is invested in Corporate Social Responsibility. Southport and its staff support a wide variety of community functions held each year. This includes sponsoring programs, volunteerism, and being visible and involved in local and provincial events and celebrations.

Southport makes a valuable economic impact to our community. As of 2019, there is a total of 960 jobs on site, the economic output totals \$180 Million, Gross Domestic Product totals \$111 Million, and a total annual commercial income of \$57 Million.