

Leisure Duty Manager (Wickham Recreational Precinct)

Permanent - Part Time

Base Salary \$85,566 to \$91,466 per annum pro rata plus super

We are seeking a community-focused Leisure Duty Manager to support recreation facilities, programs and services across Wickham, Roebourne and Point Samson.

Reporting to the Wickham Recreation Precinct Supervisor, you will coordinate programs and bookings, lead frontline staff, engage with local clubs and community groups, and deliver exceptional customer service while supporting the day-to-day operations of the precinct.

What You'll Be Doing

- Coordinate the day-to-day operations of recreation facilities, programs and services across the Eastern Region
- Lead, train and support Customer Service Officers and Program Assistants to deliver outstanding customer experiences
- Manage seasonal facility bookings, respond to community enquiries and oversee facility hire processes
- Develop and promote recreation programs, events and initiatives that encourage community participation and engagement
- Assist with marketing activities, grant applications, budgeting, reporting and continuous improvement of systems, procedures and customer service delivery

What We're Looking For

- Experience delivering recreation programs, activities and community events
- Strong leadership, organisation and customer service skills, with the ability to supervise staff and manage competing priorities
- Experience with administration, bookings, reporting, budgets and computer systems
- Excellent communication and relationship-building skills, particularly with community groups, sporting clubs and stakeholders
- Current C Class Driver's Licence, First Aid Certificate, National Police Clearance and Working with Children Check
- Recreation qualifications, marketing experience and grant writing skills are highly regarded

Why Join Us?

- 6 weeks annual leave and 13% superannuation (pro rata)
- Allowances of up to \$25,103 per annum (pro rata)
- Enjoy your own Free individual membership to our recreation centres and pool facilities, and access \$500 of Salary Sacrifice arrangements that can be used for specific programmes or family memberships
- Employee Assistance Program (EAP) for confidential wellbeing support
- Opportunities for professional development and to make a meaningful impact in the community