

RECREATION COORDINATOR

Town of Clarke's Beach

The Position

The Town of Clarke's Beach is currently searching for motivated, energetic, and enthusiastic individual to join our team as Recreation Coordinator. In this role, you will lead in the planning and implementation of our summer recreation program.

Responsibilities

- Responsible for all aspects of the planning, implementation, and evaluation of the town's summer recreation program.
- Responsible for the supervision of the summer recreation program student staff.
- Responsible for providing Town Council a bi-weekly report of the summer recreation program.

Qualifications & Experience

- Working towards or completion post-secondary education in the field of recreation and community services, early childhood development, education, and or equivalent would be an asset. Experience in those areas will also be accepted.
- Experience in recreation and sport environments, working with youth through employment, education and/or volunteering.
- Ability to plan activities for the summer recreation program.
- Ability to prioritize and work within timelines.
- Strong communication skills.
- Strong problem-solving skills.
- Ability to work independently and as part of a team.
- Must be able to obtain an updated RNC Certificate of Conduct, including vulnerability check.
- Must have valid Class 5 driver license.
- Certified Standard First Aid/ CPR.

How to apply..... Deadline date: 12 noon June 2, 2023

By mail: P.O. Box 159, Clarke's Beach, NI A0A 1W0

BY FAX: (709) 786-4065 BY EMAIL: joanwilcox@nf.aibn.com

OR drop off to Municipal building 165 C.B. Highway, Clarke's Beach