



Town of Clarke's Beach



P.O. Box 159, Clarke's Beach, NL A0A 1W0

Tel: 786-3993

Fax: 786-3994

Recreation Coordinator

Are you eager to ensure that the children of Clarke's Beach have a summer recreation program to enhance their well-being? If so, this opportunity could be for you!

Our town is seeking an energetic, organized individual to coordinate a summer children's program within our town. The Recreation Coordinator will be responsible for program planning, delivery, coordination, marketing, budgeting and evaluating of the summer children's programs. You will also supervise summer students who have been hired to assist with the instruction of the program. The Recreation coordinator will be responsible to provide a bi-weekly report to council for review

We are looking for a self-directed individual who is able to effectively organize and prioritize their workload and meet tight deadlines in a fast-paced recreation environment.

Excellent customer-service and interpersonal skills are necessary to establish and maintain effective working relationships and excellent communication skills to work with internal and external customers.

You must have valid Standard First Aid certification, current CPR certification, code of conduct, and a valid driver's license.

A degree or diploma in Recreation, Kinesiology or similar field of study is not required but would be considered an asset. Previous experience working with children or in a similar position would also be considered an asset.

If this career opportunity interests you, please apply via email joanwilcox@nf.aibn.com or drop off a resume in person to the Town Hall in Clarke's Beach. We thank all interested candidates however, only those selected for an interview will be contacted.

DEADLINE: 12 NOON, MAY 13, 2022.

How to submit your resume:

**Town Municipal Building,
165 C.B. Highway**

**Town of Clarke's Beach
Re: Recreation Director Position
P.O. Box 159,
Clarke's Beach, NL A0A 1W0
Email: joanwilcox@nf.aibn.com**