



### ***Recreation Coordinator – (Temporary Position)***

The Town of Holyrood is seeking the services of a Recreation Coordinator to assist the Director of Recreation and Community Events plan, schedule, and provide oversight for recreational programs and community events. This is a unionized position that is primarily responsible to assist with planning aquatics programs at Holy Cross Park.

This is a sixteen week temporary position (with a possibility for an extension) that reports to the Director of Recreation and Community Events. The main responsibilities are to assist with planning new recreational programs and putting forth recommendations for changes to existing programs based on “*best practice*” to improve the seasonal community programming schedule. As stated above, the successful candidate is primarily responsible for planning activities at Holy Cross Park and for preparing for the implementation of the Holy Cross Park Aquatics Safety Plan for the 2023 summer season. If extended, the Recreation Coordinator would be responsible for *day to day* management at Holy Cross Park and for implementation of the Aquatics Safety Plan in 2023. It would be helpful to have an interest in marketing strategies (on social media etc.) to highlight recreational programs and community events. The Recreation Coordinator must be willing to assist the Director in reviewing and evaluating the 2023 summer students’ applications. Routine administrative tasks (such as handling payments for registration and other financial responsibilities relating to recreation and community events), data entry, reservations oversight, and relevant policy and procedure updates are essential.

The rate of pay for this position is \$24.72/hour (based on a 35 hour work week). Electronic applications are acceptable and notification of receipt of your electronic application will be provided.

#### **Qualifications:**

Applicants must have completed a certified recreation program or post-secondary degree combined with experience in the aquatics field. Red Cross or Lifesaving Society National Lifeguard certification is required, as well as a Class 5 driver’s license and use of your own vehicle. Standard First Aid with CPR C and AED certification is also required.

#### **Apply To:**

If you are qualified and interested in this position, you should apply in writing to the Chief Administrative Officer (by 4:00 p.m.) Monday, October 24, 2022 either electronically or as outlined below. Please include a cover letter, current resume, and 2 professional references.

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Gary Corbett, CAO

Gary Corbett, CAO  
C/O 34 Salmonier Line, Box 100  
Holyrood, NL A0A 2R0  
or apply electronically to [gary.corbett@holyrood.ca](mailto:gary.corbett@holyrood.ca)