



## **Employment Opportunity Program Coordinator, Recreation & Community Services**

### **Description**

The Recreation & Community Services Program Coordinator is a full-time temporary position reporting to the Director of Recreation & Community Services.

### **Responsibilities**

The primary functions of the Program Coordinator are to assist with planning and delivery of recreation, leisure and event programming, and the Town's communications and stakeholder engagement activities.

### **Salary & Hours of Work**

The rate of pay is defined in the employment offer. The position is based on 35 working hours each week. Due to the position's roles and responsibilities, the Program Coordinator may be required to work outside regular business hours.

### **Duration**

26-weeks with possibility of extension

### **Scope of Duties & Responsibilities**

The scope of duties of the Program Coordinator fall within the following broad areas:

- Assist with planning and implementation of summer recreation and day camp programs
- Assist with planning and implementation of recreation and leisure activity programs for all residents
- Assist with management of parks, playgrounds, trails, playing fields, and open spaces
- Assist with planning and implementation of community event and celebration calendar
- Provide communications and stakeholder engagement support, as required

### **Knowledge, Skills & Abilities**

- Ability to plan, organize and direct activities and personnel.
- Knowledge of applicable provincial and federal codes, regulations and laws applicable to recreation administration.
- Knowledge of work practices and methods applicable to a municipal setting.
- Skilled in effective communication and social media platforms.

### **Qualifications**

- The incumbent should have post -secondary education in Recreation, Physical Education, Business Administration or a related discipline. An equivalent combination of education, training and experience may be considered.
- Experience in a municipal environment is preferred but other suitable management experience will be considered.
- Applicants should have knowledge and experience in the organization and delivery of recreation, sport, and wellness programs.
- Candidates must possess initiative and demonstrate strong organizational, communications and interpersonal skills combined with the ability to work independently and as part of a team.
- The applicant must be proficient in Microsoft Office and flexible to learn other software as required.
- The incumbent will be required to provide a recent certificate of conduct, vulnerable sector check, and hold a valid Class 5 driver's license.

### **Application**

Interested applicants should forward cover letter and resume outlining qualifications, experience, certificates, and two professional references via email to [info@holyrood.ca](mailto:info@holyrood.ca) with subject line "Application: Program Coordinator" on or before 4:00 p.m. Wednesday, February 19, 2025.

**Town of Holyrood**  
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