

# RURAL MUNICIPALITY OF NORTH SHORE



## Position Description: Recreation & Events Coordinator

The Rural Municipality of North Shore is seeking a talented and motivated **Recreation and Event Coordinator**.

### DUTIES

- Coordinate and implement sport, recreation, and leisure programs, including collaborating with local associations for softball, soccer, and flag football, and other outside agencies.
- Coordinate community events, for example Canada Day festivities, including managing volunteers.
- Manage private rentals of municipal facilities, including birthday parties, meetings, and weddings.
- Seek out additional opportunities for activities which will promote a healthy lifestyle for community residents.
- Prepare needs assessments and assist with the monitoring, care, and maintenance of recreational equipment and facilities in the community, including Stanhope Place, North Shore Community Center, and Grand Tracadie School.
- Participate in Recreation Committee meetings with individuals from the council and wider community.
- Assist with planning for future recreational infrastructure projects (ex. rinks, parks, trails, sports fields)
- Accountable to the Chief Administrative Officer (CAO) and will perform similar activities as may be assigned by CAO.

### REQUIRED QUALIFICATIONS

- Demonstrated knowledge and successful background in recreation and physical activity.
- Possession of excellent interpersonal communication skills via in person, email, and telephone.
- Ability to represent the municipality in a professional manner.
- Ability to relate well and work effectively with the public.
- Ability to work evenings and weekends and adapt to a flexible schedule.
- Effective time management and ability to multi-task.
- Experience with a variety of office software
- Clear Criminal Record checks. Must be bondable.
- Ability to perform some physical labour (loading/unloading equipment at events and office).

### ASSET QUALIFICATIONS

- Bachelor's degree or a Diploma in education, recreation, physical education, sports management, or a related field.
- Knowledge of and experience in the field of direct programming, recreation, and community development.
- Volunteer management skills.
- Knowledge and skills to operate social media accounts.
- Strong writing skills and an ability to write concisely and persuasively (for example brochures, newsletters, social media, and reports).
- Valid PEI driver's license.
- Experience with any grant administration or bookkeeping skills
- Currently legally entitled to work in Canada.

### HOURS

- 30 to 40 hours per week, depending on candidate availability and skills, to be negotiated prior to start date.
- Hours are mainly during the day, but some evening and weekends work is required based on event scheduling.

### COMPENSATION

- Wage range: \$18 to \$23 per hour, plus 4% vacation pay, based on the skills and experience of the applicant.

### APPLICATION PROCESS

- Application deadline: 11pm on Monday, November 27, 2023
- Submit a resume & cover letter by to Sarah Wheatley, CAO of the Rural Municipality of North Shore at [administrator@northshorepei.ca](mailto:administrator@northshorepei.ca)
- We thank all applicants for their interest, however only those selected for an interview will be contacted.