



Recreation Program Coordinator

About Torbay

The beautiful Town of Torbay is a vibrant community with over 7,899 residents on the Avalon Peninsula of Newfoundland and Labrador. Torbay is home to over 150 businesses, three schools, and numerous community groups. Situated right on the Atlantic Ocean, Torbay offers breathtaking views in a scenic, rural setting. Conveniently bordering the capital City of St. John's, all urban amenities, including major retail centers and an international airport, are within a few minutes' drive.

The Position

The Town is currently searching for motivated, well organized, and energetic individual to coordinate the tasks and activities necessary to plan, organize, implement, and evaluate the various recreation programs and special events offered by the Department of Recreation and Community Services.

Primary Responsibilities

Responsible for planning, organizing, implementing, and reviewing the recreational programs and events in the Town including but not limited to the summer programs, fitness programs, community healthy living programs, and all new programs developed by this position or assigned by the Director.

Assist the Director with all special events for the community including but not limited to; Winter Carnival, Easter, Canada Day Celebrations, Fall Festival, Halloween, Volunteer Appreciation Week, Christmas Festivities, Killick Coast Games, Summer Day Camp, and all other events/programs.

Coordinate any facility bookings or rentals for programs and special events, and all outside facility rentals, including Torbay Common rentals and Upper Three Corner Pond rentals.

Communicate and cooperate with Community Groups and Organizations by providing information and program support.

Prepare and promote material about the programs and services of the Town.

Comply with all guidelines and expectations relating to a safe work environment and ensure that the appropriate health and safety standards are followed, and that all safety equipment is used in carrying out responsibilities as a Town employee.

Assist with the training or mentoring of new employees and volunteers.

Carry out all other reasonable duties and responsibilities relating to Town programming and special events and provide support to the Director of Recreation and Community services as required.

The Recreation Coordinator may be required to work hours outside of the regular work schedule, as outlined in the Collective Agreement.

Qualifications and Experience

Completion of a degree or college diploma in the area of recreation, physical education, or an equivalent community-based recreation program of study complemented by a minimum of 2 years of relevant work experience in the field showcasing extensive knowledge of recreation programs and service offerings.

Ability to establish and maintain a professional effective working relationship with other departments and to interact with all levels of employees, Town officials and the public.

Skills and expertise needed to supervise program/summer staff with varied backgrounds.

Time Management skills and the ability to set priorities is a must.

Ability to chair meetings, facilitate round-table discussions, motivate volunteers, develop partnerships, work with diverse groups and develop consensus decisions.

Well-developed interpersonal and organizational skills combined with the ability to work independently and as part of a team.

Proficient in the use of office computer software including word processing, spreadsheets, graphics and presentation packages and social media platforms.

A valid Class 5 driver's license for the Province of Newfoundland and Labrador is required.

The successful applicant must be capable of being insured under the town's normal driver insurance policy.

A valid Royal Newfoundland and Labrador Code of Conduct and Vulnerable Sector Check is required.

The successful applicant must hold a valid First Aid/CPR/AED certification.

Application Process

Applications complete with a cover letter and resume referencing the Job Title listed above can be emailed in confidence to **careers@torbay.ca no later than 4:00pm on Friday April 12th, 2024.**

If you are searching for a dynamic position and are looking to join a high-functioning team, we want to hear from you!

At the Town of Torbay, we are dedicated to fostering a diverse, inclusive, and equitable workplace. We value and respect the unique perspectives, backgrounds, and talents of all individuals. Our commitment to employment equity is integral to our hiring practices, ensuring fairness and equal opportunities for all qualified candidates regardless of race, ethnicity, gender, sexual orientation, disability, religion, or any other characteristic protected by law. We strive to create an environment where every employee feels valued, respected, and empowered to contribute to our community's success.

The Town of Torbay wishes to thank all interested applicants. Only those selected for an interview will be contacted.