



**TOWN OF TORBAY
YOUTH AND SENIORS 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 centres and an international airport, are within a few minutes' drive.

THE POSITION

Reporting to the Director of Recreation and Community Services, the Youth and Seniors Coordinator is responsible for the development, coordination, recommendation, management, facilitation, implementation, administration and evaluation of public recreation and leisure programs and services focused on youth services and seniors, which meet the needs and expectations of residents both from a socio-economic and demographic perspective. They will also build and maintain effective working relationships with related community volunteers, schools, organizations and sponsors. Evening and weekend work will be required.

This is a full time permanent position.

QUALIFICATIONS

The ideal candidate will have post-secondary education in the field of recreation, special event management or related field; a background in Community Recreation; two or more years' experience in the development and delivery of effective community programs and events; or any equivalent combination of experience and training acceptable to the Town. Other competencies include experience with engaging volunteers, demonstrated proficiency in computer; effective public speaking, interpersonal, writing and organizational skills.

APPLICATION PROCESS

The Town welcomes applications from qualified candidates until Monday, April 15, 2019 at 4:00PM. You are invited to email your resume, complete with references and covering letter, in confidence to Dawn Chaplin, Chief Administrative Officer at dchaplin@torbay.ca .

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