



**THE TOWN OF STEPHENVILLE  
JOB POSTING**

Recreation & Wellness Division - Summer Recreation Planner

**JOB SUMMARY:**

To enhance community recreation through programming and activities that encourage community involvement through participation and active engagement. The position will report directly to the Recreation & Wellness Coordinator. The successful incumbent will manage, develop, and implement events and other related recreation and wellness activities, assist community groups with their activities/events and attend required training if necessary.

**DUTIES:**

- Actively engage in events/activities/programs for the Recreation & Wellness Division
- Effectively interact with participants at events/activities
- Plan and implement events, activities and programs including but not limited to Stephenville Day and Canada Day & Ball Hockey Program
- Set-up and take-down of equipment when necessary
- Communicate program information to parents/participants
- Maintain community gardens and develop/assist with community garden programs & activities
- Communicate with community groups and organizations
- Recruit volunteers for events/activities
- Paint benches, bridges etc. on various walking trails/municipal recreational assets

**QUALIFICATIONS:**

Candidates must be between the ages of 15 and 30 years of age at the start of employment and be legally entitled to work in Canada. Must demonstrate good organizational, communication and interpersonal skills combined with the ability to work independently and be proficient in Microsoft office. This position will be 35 hours/week beginning in the month of May and concluding in the month of August. Experience working with in a recreational setting is an asset. The successful candidate will be required to provide a recent certificate of conduct and must be bondable. Applicants must be between the ages of 15-29. Valid drivers license and access to own vehicle is required.

**SALARY:**

\$17.00/per hour @ 35 hours/week (Temporary - Ending August 16, 2023)

Evenings and weekends will be required.

**Start Date: May 20, 2024**

Interested and qualified applicants are invited to submit their resume and cover letter by **April 26, 2024 at 4:00pm.**

Submit Applications to: Marissa Abbott  
Town of Stephenville  
125 Carolina Ave  
Stephenville, NL, A2N 2Z5  
Fax: 709-643-2770  
Email: [marissa.abbott@stephenville.ca](mailto:marissa.abbott@stephenville.ca)

The Town of Stephenville appreciates all applicants for their interest; however, only individuals selected for an interview will be contacted.