



**THE TOWN OF STEPHENVILLE
JOB POSTING**

Recreation & Wellness Division - Summer Events 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, maintain community garden, 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
- Assist Recreation Planner with programs and activities
- Set-up and take-down of equipment when necessary
- Communicate program information to parents/participants
- Organize, develop, and maintain community gardens and 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 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, 2024
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

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