



Employment Opportunity

Position: Program & Facilities Coordinator, Recreation & Parks

Term: Full-time, Permanent

Reports to: Dir., Recreation & Parks

Hours: Regular office hours are Monday–Friday, 8:00 AM – 4:00 PM; schedule is subject to change; flexibility is required.

The role of Program & Facilities Coordinator with the Recreation and Parks department, while reporting directly to the Director of Recreation and Parks, will be to facilitate all cultural, leisure, recreation, and sport events and programming with the rural community. Key areas of focus will include our Hanwell Days events, Hanwell Sports Soccer and T-Ball programs, summer socials, and all other event and programming needs that will contribute to a healthier and happier community. Special focus and attention should be given to developing and adhering to industry best practices surrounding facility booking requirements. There is an expectation to perform tasks outside of job duties and responsibilities listed below.

Duties & Responsibilities

The following duties and responsibilities will be required of the successful applicant on a day-to-day basis:

- Develop, facilitate, implement, and evaluate recreational programs for all segments of the population (i.e., youth, adults, seniors, and other targeted populations).
- Assist in planning, implementing, and evaluating recreational events hosted by the rural community.
- Coordinate and carry out estimates for the purchase of goods, products, or services related to the necessary activity.
- Establish the necessary stakeholder relationships needed to nurture and develop rural community-initiated events and programming.
- Respond to public inquiries regarding community events and programming when applicable.
- Assist with facility booking practices.
- Prepare promotional material that pertains to recreational events and programming hosted by the rural community.
- Assist with the coordination of program staff or volunteers involved with recreational events or programming offered by the rural community.
- Coordinate registration processes for all recreational events and programming offered by the rural community.
- Assist the Dir., of Recreation & Parks in researching and collecting information on new trends in relation to recreational events and programming opportunities.
- Attend various meetings as required.
- When necessary, assist in the maintenance of parks, trails, and all other green spaces throughout the community as it pertains to timelines related to recreational events or programming.

5 Nature Park Drive
Hanwell, NB
E3E 0G7
506-460-1177

- Other duties assigned by the Dir., Recreation & Parks.

Job Assets/Requirements

The successful applicant will demonstrate a capability to meet all, or most, of the following requirements below:

- The successful completion of a university accredited degree, or college diploma, relating to the fields of Business Administration, Recreation, Sport, or Tourism.
- A sufficient understanding of the recreation and parks needs of the rural community. This includes, but is not limited to, the facilities (i.e., indoor or outdoor) and resources available to deliver a broad range of events and programs to the citizens of the rural community.
- Experience working in a business, recreation, sport, or tourism environment will be considered an asset.
- The ability to work collaboratively with all other municipal staff and key stakeholders present within the rural community's cultural, leisure, recreation, and sport infrastructure.
- Excellent interpersonal and communication (i.e., oral & written) skills.
- An analytical mindset that is attentive to detail with a willingness to remain flexible to oncoming challenges.
- Strong skills in Microsoft Office or Google Suite, along with competence in various social media and promotional software's (i.e., Canva).
- Strong organizational skills.
- Must demonstrate the ability and willingness to remain flexible and work varied hours outside of regular office hours.
- Must possess a valid driver's license.

Work Environment

The standard hours of work per week is 37.5, spread across a typical Monday – Friday schedule with paid statutory holidays. The incumbent will be expected to at times, and in varying frequency, work varied hours, and participate in special community events held periodically on evenings or weekends as authorized by the Dir., Recreation & Parks.

Benefits include:

- Health & Dental
- Pension
- 3-weeks paid vacation

Salary range: \$52,000.00 - \$59,000.00

Above all else, the successful candidate must display a willingness to learn and apply their skillset. A collaborative, team-first approach is what is required to succeed in this position.

If you are interested in applying to this position, please email your résumé to Taylor Bradley (Director, Recreation & Parks) at TBradley@Hanwell.nb.ca.

Application Deadline: Sunday, April 20, 2025 at 11:59 PM

The above job description reflects the principal functions of the job identified and shall not be considered a detailed description of all the requirements of the position.

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