



Village of New Maryland

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Recreation Coordinator

The Village of New Maryland is a growing community with many new and exciting projects taking place. We are currently in search of a **Recreation Coordinator** to join our team and help support our Council and staff to meet the recreation and leisure service needs and expectations of our community.

Position Summary: Reporting to the Chief Administrative Officer (CAO)/Clerk, the primary functions will be to oversee the management of all recreation facilities, provide ongoing advice and expertise in the areas of recreation planning and budgeting, program development and delivery, beautification, and provide recreation opportunities for all segments of our community from youth to senior.

Qualifications:

- Post-secondary degree or diploma in Recreation Management, Kinesiology or a relevant discipline (such as Event Management or Marketing & Communications);
- Three to five years of relevant work experience in the development and delivery of sports, recreation and leisure programs; and
- Experience in a Supervisory Role and/or HR Training.
- Equivalent combinations of education and experience may be considered.

Knowledge, skills and abilities:

- Knowledge of recreation, sport and leisure program administration, management and delivery;
- Knowledge of relevant municipal policies, procedures, regulations and by-laws pertaining to recreation;
- Knowledge and understanding of the social, cultural and demographic composition of the Village of New Maryland, including recreation opportunities and challenges;
- Skill in using office equipment, computers and software (Microsoft Office programs);
- Effective communication skills;
- Ability to adapt to and work effectively within a variety of situations and groups;
- Research and analysis skills;
- Planning and organizational skills;
- Excellent time and stress management skills; and
- Teamwork and relationship-building skills;
- Bilingualism will be considered an asset.

Salary: \$56,527 - \$72,678 plus a generous benefits package.

Working conditions: This is an in-person position in New Maryland, NB. Work is required some evenings or weekends to attend community events and/or meetings.

To apply: Submit a detailed resume with covering letter and three references to:

Cynthia Geldart, CAO/Clerk,
Village of New Maryland
584 New Maryland Highway,
New Maryland, NB, E3C 1K1
or via email to: cynthia.geldart@vonm.ca

Deadline for Applications: Wednesday, 22 January 2025 at 4:00 p.m.

We thank all applicants for their interest. Only those selected for an interview will be contacted.