



Town of  
Portugal Cove-St. Philip's

## Employment Opportunity

<b><u>Position Title:</u></b>	<b>Recreation Coordinator</b>
<b><u>Salary Classification:</u></b>	<b>Recreation Coordinator</b>
<b><u>Department:</u></b>	<b>Recreation &amp; Community Services</b>
<b><u>Status:</u></b>	<b>Unionized Permanent</b>

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The Town of Portugal Cove – St. Philip's is seeking the services of an energetic and well-organized individual to provide the coordination of tasks and activities necessary to plan, organize, implement, and evaluate recreational programs and special events for the Recreation & Community Services Department. The Town of Portugal Cove-St. Philip's is an equal opportunity employer.

### ***Qualifications:***

- Completion of a degree or college diploma in the area of recreation, physical education, or an equivalent community-based recreation program of study.
- Work experience in the field or an equivalent combination of education, work and volunteer experience would be an asset.
- Valid Class 5 driver's license for the Province of Newfoundland and Labrador is required.
- Must be capable of being insured (and maintaining continuity) under the Town's normal driver insurance policy
- A valid Royal Newfoundland Constabulary Code of Conduct and Vulnerable Sector Check shall be required prior to an offer of employment.

### ***Knowledge, Skills, & Abilities:***

- Extensive knowledge of recreation programs and their management;
- Skilled in report writing, proposal preparation and funding applications.

- Ability to clearly communicate information, including verbally, orally and visually.
- Ability to establish and maintain a professional effective working relationship with other departments and to interact with all levels of employees, Town officials and the public.
- Skills and expertise needed to supervise temporary/contractual staff with varied background and responsibilities (if necessary).
- Ability to exercise sound judgment and discretion in decision making.
- Ability to operate office equipment.
- Proficient in the use of office computer software including, word processing, spreadsheet, graphics and presentation packages and social media platforms.
- Ability to chair meetings, facilitate roundtable discussions and motivate volunteers;
- Ability to develop partnerships, work with diverse groups and develop consensus decisions;
- Ability to access funding programs;
- Well-developed interpersonal and organizational skills;
- Ability to work independently and as part of a team;
- Time management skills and ability to set priorities

***Physical Requirements:***

- While performing the essential functions of this position, there is frequent need to sit, stand, walk, talk and hear. Exposure to weather during outdoor events.

***Rate of pay:***

As per collective agreement.

***To Apply:***

Applications will be accepted until the position is filled.

Please submit your resume and cover letter to:

Employee & Public Relations Administrator  
 Town of Portugal Cove- St. Philip's  
 1119 Thorburn Road, Portugal Cove St. Philip's, NL A1M 1T6  
 Fax: (709) 895-3780  
[Heather.Coughlan@pcsp.ca](mailto:Heather.Coughlan@pcsp.ca)

*If you are submitting via e-mail, please use the subject line “**Employment Opportunity – Recreation Coordinator**”*