



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>Community Services</b>
<b><u>Status:</u></b>	<b>Unionized Permanent</b>

---

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 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 special events and their management;
- 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:***

The deadline for applications is **Friday, March 14, 2025, at 4:30pm.**

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

[careers@pcsp.ca](mailto:careers@pcsp.ca)

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