

Job Posting – Recreation Coordinator

The District of Tobique Valley is currently seeking applications for the position of Recreation Coordinator.

Application Deadline:

Friday, October 24, 2025, at 4:00 p.m.

How to Apply:

Please submit your **resume** and **cover letter** by email to:
cao@tobiquevalley.ca

Position Overview

The Recreation Coordinator is responsible for management of pool, park, sports field all recreation facilities in order to provide clean and safe opportunities for sport and reception and promote a healthy lifestyle for all community residents. Responsible for the development of recreational activities at the Phil Sharkey Memorial Centre along with coordinates and administers all aspects of ongoing programs which include planning, organizing, staffing and leading and managing program activities. Includes managing sponsorship of advertising in the Phil Sharkey Memorial Centre building and investigation funding opportunities. This position is 40-hour work week and must be available to work outside normal working hours.

Duties and Responsibilities

1. Program Development and Delivery

- Plan, organize, implement, and evaluate a variety of recreation programs and services for all ages.
- Develop new initiatives and long-term goals that align with the community's strategic direction.
- Research funding opportunities
- Promote programs through brochures, calendars, flyers, and other communications.

2. Human Resources & Supervision

- Supervise and provide direction to recreation staff, summer students, and program/project workers.
- Coordinate scheduling
- Communicate official policies and procedures to staff and the public.

3. Financial Management

- Prepare and manage the annual recreation budget.
- Monitor, control, and report on expenditures in accordance with approved budgets.
- Recommend user fees for programs and facility rentals.

- Work with administrative staff to ensure accurate and timely invoicing, accounts payable, and financial reporting.

4. Facility Operations & Administration

- Oversee day-to-day operations of recreation facilities, ensuring cleanliness, safety, and readiness for programs and rentals.
- Manage sponsorship and advertising opportunities within the Phil Sharkey Memorial Centre.
- Respond to public inquiries, provide program information, and ensure high-quality customer service.
- Perform various administrative tasks including correspondence, supply management, and event set-up support.

Requirements

- Post-secondary education in Recreation Management, Physical Education, or a related field (or equivalent combination of education and experience).
- Experience in recreation program development, facility management, and staff supervision.
- Strong organizational, communication, and customer service skills.
- Demonstrated ability to manage budgets and financial reporting.
- Proficiency in Microsoft Office Suite and Microsoft Outlook.
- Availability of working evenings and weekends as required.
- Ability to work collaboratively within a team-oriented environment.

Employment Details:

- Full-time, salaried position.
- Competitive compensation package.
- Salary Range - \$40,000 - \$50,000