



EMPLOYMENT OPPORTUNITY Recreation Director

At this time the Town Council of Rocky Harbour is accepting resumes for a Recreation Director.

The scenic coastal town of Rocky Harbour is home to approximately 937 residents, 80 businesses, and is a paradise for outdoor lovers and those who value work-life balance. Rocky Harbour is located in the heart of Gros Morne National Park, a spectacular UNESCO World Heritage Site, and has access to a variety of amenities, including a K-12 school, hospital, dental office, pharmacy, grocery stores, restaurants, salons, an arena, softball field, seasonal swimming pool, hiking, cross-country ski trails, and ocean-based activities. It's the perfect place to live and grow.

Employer: Town of Rocky Harbour

Summary of Tasks and Responsibilities:

The Recreation Director will be responsible for assisting, developing, implementing, and maintaining recreation programs. The Recreation Director will also be responsible for actively marketing and promoting the Gros Morne Regional Complex to increase the facility's revenues. We are looking for someone who is a dynamic self-starter with strong interpersonal and organizational skills, a passion for promoting health and well-being through interactive play and sport. Applicant will be required to have strong leadership qualities with a major emphasis on Team Management especially in the area of conflict resolution. Applicants must have strong communication skills and be able to work independently. Applicant should have program and business management skills. Staff supervision would be an asset.

The Recreation Director will be responsible for ensuring recreation opportunities for children, youth and adults. Responsibilities will include:

- Oversee the operations of the arena;
- Solicit and complete bookings for the arena;
- Provide technical and professional advice on recreation and sports matters;
- Create, and plan recreation and interactive activities;
- Assess the recreation skills;
- Assist in networking and development of partnerships within the community;
- Monitor programs effectiveness, identify necessary program changes and develop recommendations to improve programs.

Qualifications:

- Recreation Diploma or equivalent experience
- High School Diploma or equivalent
- Minimum Driver's License 05, drivers abstract to be provided upon request
- Applicant should be efficient in Microsoft Word, Power Point, and Excel programs
- Criminal background check

Term: This position is a full-time position. Standard hours of work shall be a minimum 40 hours a week. This position will include shift work, callouts, holidays and weekends.

Remuneration: The annual salary for this position begins at \$50,000 with annual increments.

How to Apply: Email, mail or drop your resume off at the Rocky Harbour Town Office at 73 Main Street North, Rocky Harbour, NL

Email: info@rockyharbour.ca

By Mail: Hiring Committee
PO Box 24
Rocky Harbour, NL A0K 4N0

Deadline for submission of resumes: Tuesday, February 21, 2023 at 12:00 PM.

We thank all applicants who apply for this position, however, only those selected for an interview shall be contacted.