



## EMPLOYMENT OPPORTUNITY Recreation/Arena Coordinator

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

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/Arena Coordinator will play a vital, hands-on role in the daily operations and management of recreation programs and facilities, particularly the Gros Morne Regional Complex (GMRC). The successful candidate will directly assist in developing, implementing, and maintaining engaging recreation programs. We are looking for an enthusiastic individual who is a proactive self-starter with excellent interpersonal and organizational skills. This person should actively engage with the community and have a passion for promoting and facilitating health and well-being through interactive play and sports. The ideal candidate will demonstrate strong leadership skills, emphasizing team management, program development, and revenue generation. Outstanding communication abilities and the capacity to work independently are essential. Preference will be given to those with experience in program or business management, as well as a background in recreation, while experience in staff supervision will be considered a valuable asset. Facility operations and maintenance will also be considered an asset.

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

- **Manage Day-to-Day Operations:** Take a hands-on approach in overseeing the daily operations of the GMRC and other recreation facilities, ensuring all activities are well-coordinated and executed;
- **Program Development:** Actively create, implement, and participate in recreational programs for all age groups, ensuring they meet the needs and interests of the community;
- **Facility Supervision:** Directly supervise staff and volunteers, providing hands-on guidance and support to ensure high-quality service delivery;
- **Event Coordination:** Organize and facilitate events and bookings for the arena and other facilities, including hands-on setup and breakdown, ensuring a seamless experience for users;
- **Community Engagement:** Actively promote the GMRC and its programs to attract user groups, building strong partnerships within the community through direct interaction;
- **Maintenance Oversight:** Conduct hands-on inspections and maintenance of facilities and equipment, ensuring compliance with health and safety regulations and a safe environment for all users;
- **Feedback and Improvement:** Collect feedback from participants and community members to assess program effectiveness, making necessary adjustments to improve offerings.

### 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 includes shift work, callouts, holidays and weekends.

**Remuneration:** The annual salary falls within a defined range and will be determined by the candidate's education and experience, with annual increments provided.

**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:** [town.manager@rockyharbour.ca](mailto:town.manager@rockyharbour.ca)

**By Mail:** Hiring Committee

PO Box 24

Rocky Harbour, NL A0K 4N0

**Deadline for submission of resumes:** Thursday, February 26 at 5:00 PM.

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