

The Town of Twillingate is seeking qualified applicants to fill the position of Recreation Director.

The Town of Twillingate, with a population of 2,196, is a vibrant outport community located in north-central coast of Newfoundland and Labrador. The Town has a rich history, handed down through generations, natural beauty and a vibrant, traditional lifestyle – where our people are connected to the land, sea, and each other.

The Town of Twillingate administers municipal services for the residents, from roads and recreation, to water and emergency services. And while these necessities are the foundation, the town continues to strategically build the local economy through diversification, tourism initiatives, and thoughtful planning.

SPECIFIC ACCOUNTABILITIES or DUTIES/RESPONSIBILITIES:

- Plan, implement and manage recreation programming.
- Recruit, train and oversee staff (i.e., summer student and seasonal workers) and volunteers involved in the implementation of recreation programming and recreation-related projects/initiatives.
- Create and manage schedules for recreation activities and facilities.
- Identify opportunities to evolve existing recreation programming and create new programming for all age groups and abilities.
- Identify and apply for funding to support recreation programming, recreation facilities, community well-being initiatives, and recreation-based economic development.
- Manage the Rockcut Twillingate Trails project, a multi-year project to enhance and expand the hiking trails on Twillingate Island. Working in partnership with the Rockcut Trails (volunteer) Committee, responsibilities will include managing the budget, liaising with funding agencies, managing seasonal trail workers, completing new funding applications, managing the Rockcut website and social media accounts.
- Manage the on-going maintenance of the Rockcut trails, including managing to an annual budget, hiring/managing students and/or managing funded employment projects.
- Working in partnership with the Kraft Hockeyville (volunteer) Committee to manage the remaining elements Kraft Hockeyville 2020, including liaising with the NHL/Kraft Hockeyville team, managing swag inventory management and sales and event management.

- Contribute to strategic planning and budget planning for the municipality.
- Promote general health and wellness in the community for all age groups and abilities.
- Other duties as assigned by the Town Manager.

EDUCATION & TRAINING: Successful completion of an undergraduate degree in a relevant discipline or successful completion of a diploma in a relevant discipline; equivalencies will be considered based on combination of education and experience. Experience in municipal government would be considered an asset.

EXPERIENCE/ATTRIBUTES/SKILLS:

- Strong knowledge and experience in the areas of recreation and wellness
- Excellent writing and communications skills
- Strong analytical and planning skills
- Basic knowledge of Microsoft programs (i.e., excel, word, etc.)
- Basic understanding of social media
- Understanding of program development and implementation, including planning, budgeting, project management, etc.

OTHER REQUIREMENTS: Must possess a valid Class 5 Newfoundland and Labrador Driver's License. Clear certificates of conduct including a RCMP Criminal Record Check and a Provincial Court Check, is a condition of employment.

REMUNERATION: This is a full time, permanent position with employment benefits including a pension plan and health care. Regular work hours are 35-hour/week with evening and weekend work required from time to time. Salary range is between \$45K – 50K.

Applicants are invited to submit their resume and cover letter by Monday March 29th, 2021 at 5 pm to the attention of: Marie Magnin m.magnin@townoftwillingate.ca.

Please note: The Town of Twillingate appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.