

## Employment Opportunity

### Recreation Assistant

The Town of Twillingate is seeking an enthusiastic and dedicated Recreation Assistant to support our Recreation Director in delivering quality sports programs. This is an exciting opportunity for someone who is passionate about community sports and eager to contribute to the development and success of recreational activities in our town. You'll play a key role in supporting programs such as soccer, softball, pickleball, and ball hockey, ensuring that our sports events run smoothly and our participants have an engaging, fun, and safe experience.

#### Key Responsibilities

- Assist in planning and executing seasonal sports programs.
- Support the Recreation Director in managing schedules, coordinating practice sessions, and organizing local tournaments or games.
- Liaise with coaches, volunteers, and community members.
- Maintain records for program attendance, and inventory of sports equipment.
- Contribute to marketing efforts by helping with social media updates.
- Serve as a friendly point of contact for participants and their families.
- Ensure that the environment is welcoming and supportive for community members of all ages and skill levels while ensuring a safe, inclusive, and respectful atmosphere.
- Monitor facilities for safety hazards during sporting events and report needs

#### Qualifications

- A strong passion for sports and recreation, with interests in a variety of sports.
- Excellent communication and interpersonal skills.
- Ability to work both independently and as part of a collaborative team.
- Strong organizational skills with attention to detail.
- Previous experience in sports programs, event coordination, or volunteer roles is an asset.
- Reliable and flexible schedule—ability to work evenings or weekends when necessary.
- A positive, proactive attitude and a genuine desire to contribute to the community.

#### Details

##### TEMPORARY TERM POSITION

- Start date: June 2, 2025. 12 weeks, 35hrs/week, \$18/hr.
- End Date: August 22, 2025.

Applicants are asked to send their resume to:  
Recreation Director Grant White [grant.white@townoftwillingate.ca](mailto:grant.white@townoftwillingate.ca)  
Deadline to apply is Friday, May 16<sup>th</sup>, 2025.