



Employment Opportunity

The Town of Twillingate is accepting applications for a Temporary Seasonal Supervisor

Roles and Responsibilities:

- Work closely with the Rockcut Twillingate Trails Committee
- Work with the Recreation Director to create a project plan (schedule, budget, etc.) for the upcoming construction season
- Direct and supervise all trail construction and crew members
- Monitor all work and expenditures to ensure trail work is completed within the budget, on time and to proper specifications
- Order/pick up/transport supplies needed for trail work
- Oversee and assist in the construction and regular maintenance of trails
- Keep an accurate inventory of all supplies
- Ensure all tools and equipment are properly used and maintained
- Ensure that all necessary paperwork is completed and submitted in a timely manner
- Ensure compliance with policies and procedures as outlined by the employer

Mandatory Qualifications:

- Ability to work independently and in a team setting
- A valid Driver's Licence
- Carpentry skills

Qualifications considered to be an asset, but not mandatory:

- Experience in hiking trail construction
- Knowledge and experience in the field of carpentry
- Knowledge and experience with basic bookkeeping
- Experience with managing large projects
- Experience with managing a team of workers

Individuals can send their resume to:

Grant White

Recreation Director

grant.white@townoftwillingate.ca

Deadline to apply is Wednesday, May 28th, 2025 by 4pm.

Resumes can be dropped off at the Town Office or sent via email.