



THE TOWN OF STEPHENVILLE
JOB POSTING
Recreation & Wellness Division – Summer Events Planner

Position Summary:

The Town of Stephenville is seeking an enthusiastic and community-minded **Summer Events Planner** to join our Recreation & Wellness Division. This exciting role plays a key part in enhancing community life by planning and delivering engaging events, programs, and recreational initiatives that encourage participation and active living. Reporting to the Recreation & Wellness Coordinator, the successful candidate will also support community groups, maintain the community garden, and contribute to a vibrant and inclusive summer program.

Key Responsibilities:

- Plan, coordinate, and lead a variety of community and special events (e.g. Canada Day, Stephenville Day, etc.)
- Actively participate in the delivery of recreation programs and support the Recreation Planner as needed
- Engage with participants, parents, and the public in a positive and professional manner
- Set up and take down equipment and materials for programs and events
- Recruit and coordinate volunteers for events and activities
- Support the development and delivery of community garden programs, including regular garden maintenance
- Serve as a liaison with community groups and local organizations
- Help beautify recreational spaces through painting and light maintenance of municipal trails and amenities

Qualifications & Requirements:

- Must be between **15 and 30 years of age** at the start of employment and legally entitled to work in Canada
- Strong organizational, leadership, and interpersonal skills
- Ability to work both independently and collaboratively in a fast-paced environment
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Previous experience in recreation, youth programming, or event planning is an asset
- A valid driver's license and access to a reliable vehicle is required
- Must be able to provide a **Certificate of Conduct**

- Previous experience in a recreation or community programming setting is considered an asset

Position Details:

- \$18.00/hour
- Duration: May 26, 2025 to August 15, 2025
- Hours: 35 hours per week
- Location: Various sites across the Town of Stephenville

If you're passionate about community engagement, recreation, and wellness, and want to spend your summer making a positive impact, we encourage you to apply!

Interested and qualified applicants are invited to submit their resume and cover letter by **May 2, 2025 at 4:00pm.**

Submit Applications to: Marissa Abbott
Town of Stephenville
125 Carolina Ave
Stephenville, NL, A2N 2Z5
Fax: 709-643-2770
Email: marissa.abbott@stephenville.ca

The Town of Stephenville appreciates all applicants for their interest; however, only individuals selected for an interview will be contacted.