



THE TOWN OF STEPHENVILLE JOB POSTING

Recreation & Wellness Division – Summer Community Recreation Planner

Position Summary:

The Town of Stephenville is currently seeking a motivated and creative **Summer Recreation Planner** to support the planning and delivery of high-quality recreational programs and community events. Reporting to the Recreation & Wellness Coordinator, this position plays a key role in organizing a variety of summer programs and celebrations that promote wellness, community engagement, and active living. If you're passionate about recreation and want to build hands-on experience in event planning and program delivery, this is the job for you!

Key Responsibilities:

- Plan, coordinate, and lead recreation programs and wellness-focused activities (e.g. Ball Hockey, Recreation Month, etc.)
- Actively engage with participants and ensure a positive, inclusive, and safe environment at all events and activities
- Assist the Summer Events Planner with the development and delivery of new community wellness initiatives and events
- Set up and take down equipment and materials for programs and events
- Communicate clearly with parents, participants, and community members regarding program details
- Support the development and delivery of community garden programs, including regular garden maintenance
- Collaborate with local community groups and assist with their event needs as required
- Recruit and manage volunteers to support programming
- 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**

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

This is a great opportunity to gain valuable leadership and planning experience while helping to build a fun, healthy, and connected community. We encourage all eligible candidates who are excited to contribute to a memorable summer season to apply!

Interested and qualified applicants are invited to submit their resume and cover letter by **May 2, 2024 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.