



The Town of Stephenville
Recreation and Wellness Coordinator
Full-time Job Posting

The Town of Stephenville is currently seeking a dedicated and community-oriented individual to fill the role of **Recreation and Wellness Coordinator**. This position plays an important role in supporting the delivery of inclusive and engaging recreation, wellness, and community programs that enhance the quality of life for residents.

About the Role:

Reporting directly to the Manager of Recreation, Wellness and Community Services, the Recreation and Wellness Coordinator assists in the planning, coordination, and delivery of a variety of recreational, wellness, and community development initiatives. The Coordinator also supports the operation of Town recreational facilities and special events while promoting active lifestyles, community participation, and social inclusion for all residents. This position is ideal for someone who thrives in a collaborative, people-focused, and dynamic environment.

This is a unionized position with a 35-hour work week; benefits and salary in accordance with the Collective Agreement with NAPE Local 1803.

Key Responsibilities:

- Assist in the planning and delivery of recreation and wellness programs and events for all age groups.
- Support the promotion, scheduling, and supervision of activities and special events.
- Engage with residents to assess needs and help implement responsive and inclusive programming.
- Coordinate with local organizations to support recreation and wellness outreach.
- Recruit, train, and coordinate volunteers for programs and special events.
- Provide logistical support for event set-up, take-down, and on-site supervision.
- Assist with the preparation of recreation facilities and equipment for safe use.
- Monitor inventory and assist with the ordering of program supplies.
- Prepare promotional materials including social media posts and website updates in collaboration with the communications department.
- Ensure that public information is accessible, accurate, and up to date.

- Promote safe practices and comply with Town workplace health and safety protocols.
- Assist with small community grant applications and support community-led events.
- Maintain attendance records and report on program participation and outcomes.
- Perform other related duties as assigned by the Manager.

Qualifications:

- Degree or diploma in business, recreation, community development, or a related field, or equivalent combination of education and experience.
- Proven experience in event planning, recreation, or community programming.
- Strong organizational, interpersonal, and communication skills.
- Proficiency with computer applications and social media platforms.
- Valid driver's license.
- Current criminal record check and vulnerable sector check required.

To Apply:

Please submit a cover letter and resume by Tuesday, June 3rd at 4:00pm to:
employment@stephenville.ca

ONLY THOSE SELECTED FOR INTERVIEWS WILL BE CONTACTED.