

82, rue Main Street, Rexton, NB E4W 5N4

Tel/Tél: 506-523-6921

villageofrexton@nb.aibn.com



EMPLOYMENT OPPORTUNITY | DIRECTOR OF RECREATION

Salary & Benefits: Fulltime, 40 hours per week
\$47,840.00 annually
Benefit Package (Vacation, Health & Dental, Pension)

The Director of Recreation will oversee and manage all of the Village's recreation assets as well as the seasonal Bonar Law Historic site. The ideal candidate will seek opportunities to generate revenues and to develop innovative recreational programs. The incumbent will complete a regular needs assessment to determine the most appropriate programs ensuring a wide range of sport, recreation and leisure programs are provided to promote a healthy lifestyle for all community residents.

Duties & Responsibilities

Primary job duties and responsibilities required for this position; however, others may be assigned.

- Oversees and assists with the day-to-day operations of the Village's recreation and cultural assets
- Identifies new opportunities for revenue generation
- Plans and organizes a calendar of public events and festivals
- Assists in implementing and managing advertising and marketing for the related activities
- Consults with the community to determine needs and interests
- Collaborates with Provincial departments to access resources and grants
- Prepares an annual municipal sports and recreation program plan complete with projected budget
- Recruits and trains support staff for facilities
- Prepares monthly reports to Council
- Contributes to the development of the Village's 5-year strategic plan
- Acts as the Village's liaison and attends meetings with community recreation groups and committees
- Represents the Village at local, regional and provincial Sport, Recreation and Tourism organizations
- Assists in the recruitment and coordination of volunteers

Qualifications

- A post-secondary education from a recognized institution in Recreation & Leisure, Business Administration or a related field
- A minimum of 2 years of experience in public recreation programming or facilities management
- A minimum of 2 years of supervisory experience
- Valid NB Driver's License
- Equivalent combination of education and experience may be considered
- Bilingualism is considered an asset

Criminal & Vulnerable Sector Check will be required.
Please submit current resume to villageofrexton@nb.aibn.com
Deadline to apply is 4p.m., Friday May 21, 2021