



## TOWN OF LABRADOR CITY

### EMPLOYMENT OPPORTUNITY

The Town of Labrador City invites interested and qualified individuals to apply for the position of

#### **Program Coordinator**

Under the direction of the Recreation Director the successful candidate will

- a) Plan, develop, implement, recommend and follow through on recreation programs and special events for the municipality including the direct programming leadership during special events to lead games and activities.
- b) Offer assistance to groups, committees and organizations in the planning and implementation of special events.
- c) Effectively promote programs and special events offered by the municipality by keeping the public informed on the variety of recreation programs available, schedule activities and encourage active participation.
- d) Serve on various boards and committees as assigned.
- e) Assist in the preparation of Recreation Department Budget.
- f) Prepare reports on equipment, programs, operational costs and benefits derived from existing programs and events.
- g) Supervise personnel, as required, working in support of the recreation program, assign and schedule projects, determine priorities and allocate the functions and responsibilities to be carried out by individuals and associations.
- h) Provide a liaison between sport and recreation associations and the municipality and help in the coordination of their recreation programs
- i) Carry out other duties that may be assigned from time to time.

#### **Qualifications**

High School Graduate although a degree or diploma in Recreation, Physical Education, or related field would be an asset. The successful candidate shall possess a minimum of three (3) years experience, preferably in the recreation or sports environment. Excellent

leadership skills, communication/interpersonal skills, time management and planning skills are essential. Applicant's must possess a valid Class 5 Driver's license.

**Salary & Benefits**

The municipality offers a competitive compensation, pension and benefit package.

Interested applicants should send a letter of application, including references and a resume on or before 4:00 pm on September 3rd, 2010 to:

Town of Labrador City  
Attention: Jeff Boland, Town Manager  
P.O. Box 280  
Labrador City, NL  
A2V 2K5

We thank all applicants for their interest, however, only those selected for an interview will be contacted.