



JOB OPPORTUNITY

Part-Time Recreation Coordinator

Nashwaak Rural Community is seeking an organized, dependable and community-minded individual to serve as our part-time Recreation Coordinator.

The Recreation Coordinator supports the planning, coordination and delivery of community recreation programs and events throughout Nashwaak Rural Community and provides day-to-day supervision to seasonal recreation students. This position reports directly to the Chief Administrative Officer.

Key responsibilities include:

- Monitoring the municipal recreation email and responding to inquiries in a timely manner
- Coordinating Community Use of Schools applications on behalf of the municipality
- Attending community-use activities as the designated supervisor or arranging alternate supervision when required
- Maintaining participant and payment records
- Ensuring required liability waivers are completed
- Assisting with the organization and delivery of recreation programs and community events
- Coordinating the use of municipal facilities and facilities available through community agreements
- Performing other related duties as assigned
- Providing day-to-day supervision and direction to seasonal recreation students, including assisting with orientation and training, preparing work schedules, assigning duties, monitoring performance and supporting the safe and effective delivery of summer recreation programming

Hours of work:

This is a part-time, seasonal position with hours that vary according to programming and event schedules.

- September through June: approximately 2–10 hours per week
- July and August: approximately 35 hours per week
- Some evening and weekend availability will be required
- Hours are not guaranteed and may fluctuate from week to week

Some administrative duties may be completed remotely; however, the successful candidate must be available to attend programs and events within Nashwaak Rural Community.

Qualifications:

The ideal candidate will have:

- Strong organizational and communication skills
- The ability to work independently and manage changing priorities
- Experience with recreation programming, event coordination, community organizations or a related field
- Basic computer, email and record-keeping skills
- A dependable and professional approach when working with participants, community groups and municipal staff
- The flexibility to work evenings and weekends when programs or events are scheduled
- Experience supervising, training or providing direction to employees, students or volunteers is considered an asset

Compensation: \$24.00-26.00 per hour, depending on qualifications and experience

Anticipated start date: September 28, 2026

To apply, please submit a résumé and brief cover letter outlining your relevant experience to cao@nashwaak.ca by September 4, 2026.

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

Nashwaak Rural Community is committed to providing an inclusive and accessible recruitment process and welcomes applications from all qualified individuals.