



**JOB OFFER - Recreation Planning Coordinator**  
**Full-time position**

The Kent Regional Service Commission is a dynamic organization whose purpose is to ensure or facilitate the provision of mandatory services to communities, to facilitate voluntary service agreements between interested communities and to serve as a regional forum for collaboration between communities on regional issues. Reporting to the Executive Director of the Kent RSC, the person hired will be responsible for ensuring the implementation of the Recreation Master Plan that was adopted by the Kent RSC Board of Directors as well as accompanying communities in the regionalization of recreational and community infrastructure.

**Responsibilities:**

- Establish specific action plans for each of the recommendations identified in the recreation master plan and prioritized by the Kent RSC Board of Directors.
- With the Recreation Planning Committee, prepare cost-sharing agreements for regional and sub-regional recreation and community infrastructure.
- Accompany organizations and groups in the realization of projects.
- Identify the necessary collaborators and consult them as required for each recommendation.
- Promote communication between those responsible for recreational activities in Kent.
- Determine the best ways to promote recreational activities in Kent.

**Conditions of employment:**

- Full time, 35 hours per week, Monday to Friday.
- Work location will be at the Kent RSC's office in Bouctouche
- The person will have to travel to different communities in the Kent region.
- Salary: \$49,000 to \$71,000 annually depending on experience and skills.
- Social benefits program

**Requirements:**

- Bachelor's degree in recreation management or sports management.
- The person must be bilingual (fluent in French and English, spoken and written)
- Good knowledge of the Kent region and its structures in terms of recreation, sports, and culture
- Excellent knowledge of Microsoft Office software.

- Demonstrate an excellent ability to develop partnerships with various community organizations, municipalities, committees, etc.
- Possess a valid driver's license and reliable transportation.
- Experience in the field will be considered an asset

**Interested candidates must submit a cover letter and resume in person or by email to the attention of Paul Lang, Executive Director of the Kent RSC. The application process will be opened until the position is filled.**

**Only those candidates selected for an interview will be contacted.**

**Kent Regional Service Commission**

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