



**TOWN OF ST. STEPHEN
EMPLOYMENT OPPORTUNITY
AQUATIC & PROGRAMMING COORDINATOR**

The Town of St. Stephen, a bustling town on the U.S. border, is seeking a dynamic recreational professional to join our Community Services team. Working with an enthusiastic team within the Town and Garcelon Civic Center, the Aquatic & Programming Coordinator will promote existing programming and services while assisting with the establishment of new programs to offer our diverse community.

The Garcelon Civic Center is a hub for the region's recreational needs, we offer a variety of programs and services for all members of our community. Responsibilities include supervising, monitoring and ensuring the safe use of St. Stephen's aquatic facilities; overseeing the coordination of the town's programs, services and scheduling. The successful candidate will also provide administrative duties and excellent customer service.

The preferred qualifications include the completion of a post-secondary degree or diploma in Recreation/Kinesiology or relevant discipline. The ideal candidate will also have 1-3 years of experience in aquatics and possess current N.L.S. Lifesaving Society WSI and First Aid & CPR. Strong interpersonal skills and a demonstrated ability to build strong relationships are essential.

For a full job description, please visit www.town.ststephen.nb.ca.

Please submit your cover letter and resume to:

Town of St. Stephen
73 Milltown Blvd., Suite 112
St. Stephen, NB E3L 1G5
Attn: Alison Estey

Or by email to: aestey@town.ststephen.nb.ca

Or fax to 506-466-7701

Please reference competition number 05-2019

Closing Date: August 28, 2019

The Town of St. Stephen thanks all respondents; however only those selected for an interview will be contacted.