



RECREATION & PHYSICAL ACTIVITY COORDINATOR

The **Town of Mulgrave** is currently seeking applications from qualified individuals interested in the position of **RECREATION & PHYSICAL ACTIVITY COORDINATOR**. Reporting to the Chief Administrative Officer, key responsibilities of this full-time position include:

RECREATION RESPONSIBILITIES: Responsible for the development and continuance of recreation programs and services for residents of the Town of Mulgrave, including; program development, delivery and evaluation; promotion; community liaison; budgeting and finance; recruitment and supervision.

PHYSICAL ACTIVITY RESPONSIBILITIES: Responsible for the overall promotion, operation, and development of physical activity programs and services of the Town of Mulgrave.

QUALIFICATIONS include:

- Excellent interpersonal skills; strong communication (listening, written, and oral), administrative and supervisory skills.
- Several years' experience managing / supervising public recreation, physical education, or health promotion programs.
- Knowledge of principles, practices and techniques of recreation administration, organization and operation.

For a complete job description, please visit the Town of Mulgrave website at www.townofmulgrave.ca.

SALARY: \$50,000 – \$60,000 annually, dependent upon experience and qualifications

Applications may be forwarded by mail to:

Town of Mulgrave
Attn: Chief Administrative Officer
P.O. Box 129
Mulgrave, NS
B0E 2G0

Or by email to: admin@townofmulgrave.ca

Deadline for applications: **April 23, 2024 at 4:30 pm.**

The Town of Mulgrave appreciates the interest of all applicants, however, only those selected for interview will be contacted.