

## Recreation Administration and Events Assistant

Yarmouth Recreation provides recreation programming and services for the residents of both the Town of Yarmouth and the Municipality of the District of Yarmouth. Yarmouth Recreation continuously strives to improve the quality and condition of our facilities, increase the availability of recreation and leisure programming for area residents, and ensure optimal customer service.

Yarmouth Recreation is searching for a dynamic, well organized and detail-oriented individual to assist in day-to-day administrative tasks of the recreation department and to support in the planning process of our large community events. This position is held from May 21<sup>st</sup> to August 23<sup>rd</sup> 2024. Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community well-being.

### Job Description

The Recreation Administration and Events Assistant will work out of the Municipality of the District of Yarmouth office for a standard eight-hour work day. The Recreation Administration and Events Assistant responsibilities include coordinating registration for recreational activities, managing schedules and appointments, responding to inquiries, and maintaining organized records related to recreational programs. The Recreation Administration and Events Assistant will be proficient in Microsoft Office, possess excellent communication skills, and thrive in a dynamic, community-focused environment. This position offers the opportunity to contribute to the success of our recreational programs, work collaboratively with various stakeholders, and showcase your administrative expertise in support of fostering an engaging and enjoyable community experience. If you are a detail-oriented and enthusiastic individual with a passion for recreation, we encourage you to apply and be a valuable part of our summer team.

### Desired Experience and Education

- High School diploma or equivalency.
- Completed or enrolled in a post-secondary education, with a focus on Business Administration, Communications, Recreation, or Community Development, are considered an asset.
- Strong organizational skills and the ability to manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and other relevant software.
- Excellent communication skills, both written and verbal.
- Cheerful, reliable and customer service oriented when working alone or within our team.
- Familiarity with recreational programs and events, an interest in community engagement.
- Previous administrative or office experience is considered an asset.
- Enthusiastic and proactive attitude towards learning and taking on new responsibilities.
- Experience with program promotion, marketing and social media campaigns.

### Responsibilities and Duties

- Provide administrative support to Yarmouth Recreation by managing office tasks, handling phone calls, and responding to inquiries.
- Maintain accurate and organized records, including participant information, program details, and other relevant data. Perform data entry tasks with a high level of precision.
- Effectively communicate with internal staff, external partners, and community members through various channels, including email, phone, and in-person interactions.
- Support the logistical aspects of recreational events, including setup, coordination of resources, and ensuring a welcoming and organized environment.
- Maintain a well-organized office space, including managing office supplies, filing systems, and ensuring a tidy and efficient workspace.
- Assist in the preparation of reports, documents, and presentations related to recreational programs and department activities.
- Interact with community members, addressing inquiries, providing information, and fostering positive relationships to enhance the overall community experience.
- Handle challenges and problem-solving effectively, seeking guidance when needed, and contributing to the resolution of issues that may arise during program implementation.
- Collaborate with other team members, department staff, and external partners to ensure cohesive and successful execution of recreational programs.
- Demonstrate flexibility and adaptability to changing priorities and requirements, particularly in a dynamic summer program environment.
- Reporting any problems, concerns, criticisms, and compliments to the Community Engagement Coordinator.

The Recreation Administration and Events Assistant will be responsible to perform all duties as listed and other duties as requested by the Community Engagement Officer and/or Director of Yarmouth Recreation.



**Interested candidates are invited to submit a cover letter and resume to:**

**[yrec@munyarmouth.ca](mailto:yrec@munyarmouth.ca)**

**Applications must be received on or before 5:00 P.M. on Friday, March 1st, 2024.**

We thank all candidates for their interest;

however, only those selected for an interview will be contacted.

Please note that all positions are dependent upon receiving funding support.

