



## RECREATION DIRECTOR

Position Type: Full-Time  
Reports To: Chief Administrative Officer (CAO)  
Location: Harvey (HMMC)  
Salary: \$18.00 to \$25.00 per hour, based on qualifications and experience  
Benefits: Health Plan

[admin@harveyruralcommunity.ca](mailto:admin@harveyruralcommunity.ca)

[www.harveyruralcommunity.ca](http://www.harveyruralcommunity.ca)

506-366-6240

58 Hanselacker Road,  
Harvey, New Brunswick, E6K 1A3

### Position Summary

Harvey Rural Community is seeking an energetic and community-focused Recreation Director to lead the planning, coordination, and delivery of recreation services, programs, events, and facilities throughout the municipality.

Reporting to the Chief Administrative Officer, the Recreation Director works closely with residents, volunteers, committees, community organizations, schools, and local partners to enhance recreation opportunities and support the implementation of the municipality's Recreation Needs Assessment and Strategic Plan.

### Key Responsibilities

#### Recreation Programs & Events

- Coordinate and support community recreation programs, events, and wellness initiatives.
- Work with volunteers, community groups, and local organizations to expand recreation opportunities.
- Assist with planning and delivery of seasonal events, community celebrations, and special projects.

#### Facilities & Recreation Assets

- Oversee bookings, scheduling, and day-to-day administration of municipal recreation facilities.
- Support the ongoing development needs and coordinate maintenance of parks, trails, playgrounds, sports facilities, and recreation spaces.
- Ensure recreation facilities remain safe, welcoming, and accessible.

#### Community Partnerships & Engagement

- Serve as the primary municipal contact for recreation organizations, user groups, community partners and the recreation committee.
- Foster strong relationships with volunteers, schools, service clubs, and regional organizations.
- Support community-led initiatives that align with municipal goals.

#### Administration & Financial Management

- Prepare reports, recommendations, and updates for Administration.
- Pursue grant funding opportunities and support project applications.
- Monitor recreation revenues, expenditures, facility rentals, and program performance.



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### Communications & Promotion

- Promote recreation programs, facilities, and events through social media, newsletters, and municipal communications.
- Maintain recreation schedules, registration information, and public-facing content.
- Support community engagement and awareness of recreation opportunities.

### Qualifications

- Relevant experience in recreation, event management, community development, facility operations, volunteer coordination, or a related field.
- An equivalent combination of education and experience will be considered.
- Strong organizational, communication, and relationship-building skills.
- Ability to work independently while managing multiple priorities.
- Proficiency with Microsoft Office, Facebook, and general administrative software.
- Valid Class 5 driver's licence and access to personal transportation.

### Working Conditions

- Full-time position based on a 40-hour work week.
- Evening and weekend work will be required periodically to support programs, events, and community activities.
- Some physical activity may be required, including event setup, equipment movement, and facility inspections.

### Why Join Harvey Rural Community?

This position offers an opportunity to make a lasting impact on the quality of life of residents across Harvey Rural Community. The successful candidate will play a key role in shaping recreation services, supporting community partnerships, enhancing municipal facilities, and helping build a healthy, active, and connected community.

### How to Apply

Interested applicants are invited to submit a resume and cover letter outlining their qualifications and experience to [admin@harveyruralcommunity.ca](mailto:admin@harveyruralcommunity.ca)

Applications will be accepted until the position is filled.