



## **EMPLOYMENT OPPORTUNITY RECREATION PROGRAMMER – MATERNITY LEAVE**

The Town of Florenceville-Bristol is searching for a Recreation Programmer to cover a maternity leave for a 12-month period. This is a full-time position requiring flexible hours including evenings, weekends, and statutory holidays. Salary will be commensurate with education and experience.

The Recreation Programmer will be responsible for the planning and delivery of programs and events for the municipality. The programmer will also be required to perform routine clerical and administrative support, as well as other duties as directed by the Recreation Manager.

### **Qualifications:**

The minimum qualifications required to successfully perform the job are as follows:

- High School graduation supplemented by post secondary education in a relevant discipline
- 2-3 years of experience in recreational programming
- High level of organizational skills and attention to detail
- Planning and time management skills
- Experience and proficiency with MS Office programs (Word, Excel, Publisher, Outlook)
- Professional verbal and written communication skills
- Equivalent combination of education and experience may be considered
- Valid New Brunswick driver's license

The Recreation Programmer must spend considerable time interfacing with the public. Clerical duties are performed in a busy open area of the office. The incumbent must be prepared to perform tasks on evenings, weekends and statutory holidays to facilitate a wide range of meetings or events. He/she may have to manage multiple projects and a number of staff and volunteers at once.

The complete job description can be seen at [www.florencevillebristol.ca](http://www.florencevillebristol.ca) under the heading Town Hall – Job Opportunities.

**Please include a cover letter with your resume. Application deadline is September 17, 2021. Only those selected for an interview will be contacted.**

Resumes may be dropped off at the Town of Florenceville-Bristol, 19 Station Road, Florenceville-Bristol, NB E7L 3J8, by e-mail: [office@florencevillebristol.ca](mailto:office@florencevillebristol.ca) or by fax: 506-392-5211.