



Village of Blacks Harbour Tourism & Recreation Coordinator

Job Title:	Tourism & Recreation Coordinator	Job Category:	Seasonal
Location:	Blacks Harbour	Travel Required:	Minimal travel outside the Municipality
Level/Salary Range:	Starting at \$13.00/hr.	Position Type:	Summer Student
HR Contact:	Stacey Frost	Date posted:	April 13, 2022
Will Train Applicant(s):	Yes	Posting Expires:	May 16, 2022
Applications Accepted By:			
FAX OR E-MAIL: Fax: 506-456-4872 or Email: s_frost@blacksharbour.ca Subject Line: Summer Student Employment Application		MAIL OR IN PERSON: Village of Blacks Harbour 65 Wallace Cove Road Blacks Harbour, NB E5H 1G9	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>The Tourism & Recreation Coordinator will be responsible for program planning and implementation, staff development and social media. In coordination with staff, you will be responsible for providing an informative visitor experience.</p> <ul style="list-style-type: none"> • Schedule activities, keep logs, maintain records and prepare reports • May train and supervise staff • Enforce safety rules and regulations • Assist with the coordination of special events • Receive payments, obtain purchase orders and provide basic bookkeeping services • Keep funds secure and make regular deposits to the Municipal Office • Provide well researched and helpful information to visitors. • Maintain attendance records, ensure program statistics are collected and make recommendations for future summer programming <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Preference will be given to applicants returning to post-secondary education in September of the current year. • Demonstrated responsibility • Capable of accomplishing administrative duties as assigned • Able to work non-standard hours • Previous customer service experience • Proven leadership, organization and planning skills • Current Standard First Aid, including CPR Level C • Possess a current clean Police Record with a Vulnerable Sector Check 			



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PREFERRED SKILLS

- Previous experience or education in tourism or recreation
- Fluency in French would be an asset
- High degree of computer literacy with MS Office and social media

ADDITIONAL NOTES

Reviewed By:	Cara Hatt	Date:	March 30, 2022
Approved By:	Stacey Frost	Date:	April 13, 2022
Last Updated By:	Cara Hatt	Date/Time:	April 13, 2022