



Employment Opportunity

Department: Recreation Department
Position: Recreation Coordinator (Full-time)
Reports To: Director of Recreation
Projected Start Date: March/April 2026

Posting Date: February 23, 2026
Closing Date: Open until position is filled

We are currently accepting applications for a full-time Recreation Coordinator with our Recreation Department. The position reports directly to the Director of Recreation. The incumbent will collaborate with volunteers from community organizations, groups, and agencies to ensure the delivery of recreation in the Hampton area.

The Recreation Coordinator will play a key role in developing and nurturing effective communication channels and working relationships with the Chief Administrative Officer (CAO), Mayor, Council members, employees, and volunteers. This involves fostering positive interactions and maintaining a cohesive approach to recreation delivery.

A copy of the job description can be found on the hampton.ca website or by contacting the Human Resources department. Applicants are to submit their resume and cover letter to hr@hampton.ca.

Closing Date: Open until position is filled.

Regards,

Sherman St. Germain
Director, Finance and Human Resources

HAMPTON

JOB DESCRIPTION



Recreation Coordinator

Job Summary:

The Recreation Coordinator will manage administrative tasks, day-to-day operations, programming, and special events coordination for Hampton. The incumbent will maintain a high level of professionalism when interacting with employees, management, Council, and the public. They will be part of a team, working with staff across the organization, yet also thrive on their own and require minimal supervision while making sound decisions and exercising independence under the supervision of the Director of Recreation.

Primary Relationships:

The position reports directly to the Director of Recreation. The incumbent will collaborate with volunteers from community organizations, groups, and agencies to ensure the delivery of recreation in the Hampton area. The Recreation Coordinator will play a key role in developing and nurturing effective communication channels and working relationships with the Chief Administrative Officer (CAO), Mayor, Council members, employees, and volunteers. This involves fostering positive interactions and maintaining a cohesive approach to recreation delivery.

Duties and Responsibilities:

The Recreation Coordinator is responsible for:

Program Duties

- Overall coordination and implementation of designated programs, including planning, promotion, securing equipment/supplies, staff supervision, implementation, follow-up, and evaluation.
- Programs include but are not limited to:

- Public drop-in programs at the Mike Murphy Memorial Field House, Summit Centre, Community Pool, and various parks
- Recreation initiatives throughout Hampton (all wards)
- Hampton Learning Labs series
- TIFF Third Thursday's film series
- Outdoor summer pool movies

Events Duties

- Overall coordination and implementation of designated events, including planning, promotion, securing equipment/supplies, staff/volunteer supervision, implementation, follow-up, and evaluation.
- Events include but are not limited to:
 - Seasonal festivals - Flashback Festival, Fall Fest, Winter Wonderland, Fundy Winterfest etc.
 - Holiday specific events – Canada Day, Family Day, Halloween etc.
 - Community Expo, National Seniors Day
- Coordinating with staff (e.g., Project Coordinator) on special projects as required, particularly for any sport/recreation activity within larger events.
- Representing the Department at meetings and events as necessary.

General Duties

- Supervising Recreation Attendants (part time and student positions) and department staff as required to implement the delivery of events or programs in the arena, pool, parks, trails, facilities, etc.
- Working within allocated budgets and maintaining detailed expense records for day-to-day operational duties including purchasing as directed.
- Coordinating with staff (e.g., Communications department) for website updates, online registration, schedules, newsletters, and promotional materials.
- Ensuring programs and events comply with Municipal, Provincial, and Federal regulations for public safety and health.
- Operating computer hardware and software relevant to the department.
- Supporting the Director of Recreation with duties as required (i.e. scheduling, bookings, billing) or other as arises.
- Assisting with researching and securing project funding from foundations, government grants, etc.
- Acting as a point of contact for general inquiries in the absence of the Director of Recreation and the Administrative Assistant.
- Assisting with the annual budget process by providing figures and spending recommendations.
- Fostering teamwork and maintaining a positive team spirit throughout the municipal operation.

- Maintaining a general knowledge of department operational aspects such as arena, pool, and field maintenance.
- Engaging in Professional Development by staying informed of regional, provincial, and national trends, maintaining memberships with relevant organizations like Recreation NB, and attending workshops, seminars, or conferences as advised by the Director.

This role is pivotal in ensuring the smooth operation and effective delivery of recreation and special events within the Hampton community, requiring a blend of administrative, supervisory, and operational skills.

Required Education, Training and Skills:

- Bachelor’s Degree in Recreation/Sports Studies, Recreation Management/Community Development, or 4 years of equivalent experience in a related field.
- Possesses related experience in the Parks and Recreation field such as programming community recreation activities/special events.
- General accounting knowledge.
- Must possess a valid New Brunswick Driver’s License
- Must possess an excellent working knowledge of basic computer programs including Microsoft Word, Excel, Teams, etc.
- Must be able to learn new and existing programs specific to the department and municipal operation including knowledge of the accounting and scheduling software.
- Must possess good communication, written and verbal skills in dealing with the public on a regular basis.
- Standard First Aid/CPR-C

Working Conditions:

- This position requires a minimum of 37.5 hours per week, not specifically 9:00-5:30 pm. Must be flexible to attend meetings and special events/programs on evenings and weekends as part of the regular work week.
- May require the use of your private vehicle with mileage reimbursed.
- Requires work to be performed in both indoor and outdoor environments in a variety of weather conditions.
- Overtime compensated as time in lieu for meetings and special events/programs.

THE ABOVE JOB DESCRIPTION REFLECTS THE GENERAL DETAILS CONSIDERED NECESSARY TO DESCRIBE THE PRINCIPAL FUNCTIONS OF THE POSITION IDENTIFIED AND SHALL NOT BE CONSTRUED AS A DETAILED DESCRIPTION OF ALL THE WORK REQUIREMENTS THAT MAY BE INHERENT WITH THE POSITION. THIS IS A LIVING DOCUMENT AND IS SUBJECT TO CHANGE.