



Rural Municipality of North Shore

POSITION DESCRIPTION

TITLE: Recreation Assistant

DESCRIPTION

As a Recreation Assistant, you will help plan, deliver, and support a wide range of recreation and community activities throughout the municipality. You will work closely with the CAO and Senior Assistant, gaining hands on experience in program coordination, event logistics, communications, and public engagement.

SCOPE

The Rural Municipality of North Shore is seeking an energetic, community minded Recreation Assistant to support our summer recreation programs, community events, and municipal operations. This role is ideal for post secondary students interested in recreation, sport management, community development, event coordination, or municipal administration.

QUALIFICATIONS

- Computer skills, including Microsoft Office Suite
- Experience with website and social media tools
- Strong communication and public relations skills
- Ability to support meetings, events, and community recreation programs
- Administrative skills (phone, filing, email)
- Ability to work independently and as part of a team
- Interest in recreation, sport, community development, or municipal work
- Requires some physical labour in loading/unloading equipment at events and office.

DUTIES

Program & Event Coordination

- Assist with scheduling and managing sports, recreation activities, and special events
- Support set up, supervision, and take down for programs and community events
- Engage with residents and participants to foster a welcoming, inclusive environment.

Administrative & Communications Support

- Provide administrative support including phone, email, filing, and social media management
- Assist with website updates, public relations tasks, and general office duties.
- Prepare reports and updates as required, reporting to the CAO and Senior Assistant



Community Engagement

- Support community outreach and help promote recreation programs and events.
- Represent the municipality at community activities in a professional, friendly manner.

Other duties may be required as assigned.

SUPERVISION

The Senior Assistant will supervise the performance of summer students.

WORK LOCATION

This position will involve work in-person. Public transit is not available at our location.

HOURS AND COMPENSATION

Hours per week - 40 hrs/week.

Work hours

- Core hours are 8:30 to 4:00 Monday to Thursday, when the office is open for public inquiries.
- Evening and weekends required for special events.

Rate of pay

\$17.00 per hour, based on qualifications and experience.

Other benefits

- Casual dress
- Free parking

APPLICATION PROCESS

Application requirements: A cover letter and resumé sent to administrator@northshorepei.ca
Application deadline: 4:00 pm (Atlantic Daylight Time) on Sunday, May 24, 2026.

We thank all applicants for their interest, however only those selected for an interview will be contacted.