**Career Opportunity- Wellness Leader – February 2025**

**Rural Municipality of North Shore**

The Rural Municipality of North Shore is currently seeking a talented and motivated person for the position of Wellness Lead.

**The Community:** The Rural Municipality of North Shore, Prince Edward Island includes West Covehead, Covehead Road, Stanhope, Pleasant Grove and Grand Tracadie with historical roots going back two centuries and more. Founded on rich traditions of community organization, institution building, neighbourliness and industry, the Community identifies with its productive land and sea resources and coastal setting and takes pride in its welcoming nature and hospitality. Situated between the PEI National Park and the Municipality of York to the North and East of Charlottetown, the Community has steadily grown and with the most recent census, North Shore has been named the second fastest growing Community on PEI.

**The Position:** As the Wellness Lead for the Rural Municipality of North Shore, you will be a dynamic individual that will:

* Coordinate and implement sport, recreation, and leisure programs, including collaborating with local associations for softball, soccer, and flag football, and other outside agencies.
* Coordinate community events, for example Canada Day festivities, including managing volunteers.
* Manage private rentals of municipal facilities, including birthday parties, meetings, and weddings.
* Seek out additional opportunities for activities which will promote a healthy lifestyle for community residents.
* Prepare needs assessments and assist with the monitoring, care, and maintenance of recreational equipment and facilities in the community, including Stanhope Place, North Shore Community Center, and Grand Tracadie School.
* Participate in Recreation Committee meetings with individuals from the council and wider community.
* Assist with planning for future recreational infrastructure projects (ex. rinks, parks, trails, sports fields).
* Work with Provincial and Federal Governments, as necessary, to develop and implement approved grant programs and activities to promote an active community lifestyle for the residents.

**What we are looking for in a candidate:**

* Possession of excellent interpersonal communication skills via in person, email, and telephone.
* Ability to represent the municipality in a professional manner and work effectively with the public.
* Demonstrated knowledge and successful background in recreation and physical activity.
* Bachelor’s degree or a Diploma in Business, Education, Recreation, Physical Education, Sports Management, or a related field OR material related work experience.
* Knowledge of and experience in the field of direct programming, recreation, and community development.
* Volunteer management skills.
* Knowledge and skills to operate social media accounts.
* Strong writing skills and an ability to write concisely and persuasively (for example brochures, newsletters, social media, and reports).
* Valid PEI driver’s license.
* Experience with any grant administration and/or bookkeeping skills
* Currently legally entitled to work in Canada.
* This position is accountable to the Chief Administrative Officer (CAO) and will perform similar activities as may be assigned by CAO.

**Position compensation:** The position is full-time at 37.5-40 hours per week.

Hours are during the day, but some evening, weekend, and holiday work is required based on event scheduling.

The rate of pay range is $20.00 - $25.00 per hour, **commensurate with qualifications and experience.** The initial contract will be for 1 year, with extensions based on performance, supported by a performance evaluation. The successful candidate will commence employment in February 2025.

**Application requirements:** All applications must be received on or before 4:00 pm (Atlantic Daylight Time) on Monday, February 17, 2025. Please submit your cover letter, resumé, and two references to Don Roper at [cao@northshorepei.ca](mailto:cao@northshorepei.ca) A detailed job description is available on our website.

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