Student Employment Opportunity

Position: Recreation Assistant
Term: May 4, 2026 – August 21, 2026
Hours: Regular office hours are Monday - Thursday, 7:30 AM - 4:30 PM & Friday, 8:30 AM – 12:00 PM; schedule is subject to change; flexibility is required.

The role of the Recreation Assistant, while reporting directly to the Director of Recreation and Parks, will be to assist in the facilitation of community events and programming. This will include, but is not limited to, the Hanwell Sports portfolio, and all cultural and leisure services. Key areas of focus will include our Hanwell Days events, summer socials, and a suite of other recreation and parks initiatives. The Recreation Assistant will also work closely with all other recreation and sport facilities and their requisite event and programming opportunities. There is an expectation to perform tasks outside of the job duties and responsibilities listed below.

Duties & Responsibilities

The following duties and responsibilities will be required of the successful applicant on a day-to-day basis:

- Act as the main liaison for any and all seasonal recreation events and programs (i.e., Hanwell Sports, Youth Events or Programming, and the Summer Social Series).
- Maintain clear and concise registration and attendance information for all recreation-based events and programming.
- Lead the daily operation of the 2026 Hanwell Sports program calendar.
    - Organize Soccer and T-Ball teams.
        - Disseminate jerseys and equipment to coaches and participants.
    - Relay important updates to all participants via email and social media (i.e., weather cancellations).
- Assist with the creation of promotional material used to attract residents to recreational events or programming.
- Assist with the administration of a series of Summer Social events throughout the seasonal employment term.
- Work to host a series of Weekly Kids Drop-In sessions.
- Assist in the administrative duties associated with the 2026 Hanwell Days event.
- Assist with the Hanwell Parks Academy Gymnasium supervision when necessary.
- Handle all necessary recreation and sport equipment rentals (i.e., basketball and pickleball equipment).
- Assist with providing residents with alternative sport or fitness pursuits on other existing outdoor infrastructure (i.e., Hanwell multi-purpose court, Hanwell Bicycle Skills Park, and the Outdoor Hanwell Gym).
    - Work to develop exercise programs or effective and relevant equipment information.
- Assist with Recreation and Parks records management.
- There is the reasonable expectation to perform job duties listed outside of this description if

deemed necessary to assist with the daily operation of the municipal office.

Job Assets/Requirements

The successful applicant will demonstrate a capability to meet all, or most, of the following requirements below:

- Preference will be given to those enrolled in a Business Administration, Recreation, Sport, or Tourism program at a registered post-secondary institution.
- Experience working in a business, recreation, sport, or tourism environment will be considered an asset.
- The ability to work collaboratively with all other municipal staff and key stakeholders present within the rural community's recreation and sporting infrastructure.
- Must demonstrate the ability and willingness to remain flexible and work varied hours outside of regular office hours.
- A general working knowledge, and willingness to improve their skills on both Google and Microsoft Office Suite.

Eligibility

To be eligible for the role of Recreation Assistant, the successful student applicant must demonstrate the following:

- Be registered as a full-time student during the preceding academic year (2025-26).
- Operate with the intention of returning to post-secondary education during the proceeding academic year (2026-27).
- Be eligible to work in Canada, and a resident of New Brunswick.

Above all else, the successful candidate must display a willingness to learn and apply their skillset. A collaborative, team-first approach is what is required to succeed in this position.

If you are interested in applying to this position, please email your résumé to Taylor Bradley (Director of Recreation & Parks) at TBradley@Hanwell.nb.ca.

Application Deadline: Sunday, April 12, 2026, at 11:59 PM.

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