# TOWN OF GANDER
## Recreation and Sport Officer
## Competition # TOG2026-016

The Town of Gander is currently accepting applications for a permanent full-time Recreation and Sport Officer position within the Community Services Department.

**POSITION IDENTIFICATION**

The Recreation and Sport Officer supports the development, coordination, and promotion of recreation and sport opportunities within the Town of Gander. The position works with community organizations, sport associations, volunteers, schools, and other stakeholders to encourage participation in recreation and physical activity, support local sport development, and attract sporting events and tournaments to the community.

**KEY DUTIES AND RESPONSIBILITIES**

Support the development and promotion of recreation and sport programs that meet the needs of residents of all ages and abilities; Serve as a primary municipal contact for sport organizations, recreation groups, and community associations; Assist community groups with program development, facility scheduling, tournament planning, and event hosting; Identify opportunities to attract regional, provincial, and national sporting events to Gander in support of sport tourism and local economic development; Work with municipal staff and community organizations to coordinate the use of recreation facilities, parks, trails, and sporting venues; Gather community feedback and identify opportunities for improvements to recreation programs, facilities, and services; Promote inclusive and accessible recreation opportunities and encourage participation in sport and physical activity; Assist with grant applications, funding opportunities, sponsorships, and partnerships that support recreation and sport initiatives; Support efforts to attract and host regional, provincial, national, and other sporting events in Gander; Work with local organizations to identify opportunities to host tournaments, competitions, and sporting events that generate economic and community benefits; Maintain program and participation records and prepare reports, proposals, and recommendations for the Director of Community Services; Assist with the planning and delivery of community recreation initiatives and other departmental activities as required; The Recreation and Sport Officer will perform other related duties as assigned by the Director of Community Services or designate.

**EDUCATION AND EXPERIENCE**

Post-secondary education in Recreation, Sport Management, Physical Education, Community Development, or a related field; Experience in recreation, sport development, event coordination, or community engagement; Experience working with community organizations, volunteers, and the public; An equivalent combination of education and experience may be considered.

**OTHER**

Strong organizational, communication, and interpersonal skills; Ability to build positive relationships with community groups and stakeholders; Effective planning, problem-solving, and time-management abilities; Ability to manage multiple projects and work independently or as part of a team; Proficiency in Microsoft Office and related administrative software; A valid driver's licence is considered an asset; Clear certificates of conduct, including an RCMP Criminal Record Check and a Provincial Court Check, are conditions of employment; Work will occur in an office environment and at recreation facilities, parks, and sporting venues; Evening and weekend work may be required to support programs, tournaments, and events.

**SALARY:** Non-Unionized position, 35 hours/week - $57,366 – $66,885

Interested and qualified applicants are invited to submit their ***cover letter and resume*** on or before Thursday, November 12, 2026, to the attention of:

**Human Resources**
Town of Gander
100 Elizabeth Drive
Gander, NL, A1V 1G7
Email: humanresources@gander.ca

Please note: The Town of Gander appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.