



## Recreation Facilities Administrator

Are you passionate about sports and recreation and thrive in a dynamic environment? Do you enjoy delivering exceptional customer service and contributing to a diverse community? If so, the **East Hants Sportsplex** is the place for you!

We are hiring a **Recreation Facilities Administrator!**

Based at the East Hants Sportsplex, this role will be the first point of contact at the Welcome Desk during weekly daytime operations, providing reception services and customer service support for users of the facility. The role will also provide administrative support to the recreation and facilities team for purchasing, payables, reporting, documentation, record-keeping, and point-of-sale activities.

### Qualifications:

- Community college level certificate or diploma in an administrative support service discipline.
- Related experience; experience in a recreation or sports environment would be an asset.
- Equivalent combination of education and experience will be given consideration.
- Strong skills in Microsoft Office suite; Recreation or Financial Software experience would be an asset.
- Ability to contribute to a positive, customer service-oriented culture, and able to work cooperatively with others.
- Ability to work a schedule of Monday - Friday 8:00 am - 4:00 pm.
- Clean Criminal Records Check and Child Abuse Registry Check.
- Understanding of Diversity, Equity, Inclusion and Belonging in a customer focused environment

### Working Environment:

- This role works at the Welcome Desk in a sporting and events environment, noise and crowds can be a common occurrence.

### What we can offer:

- A culture of teamwork, trust, and service excellence.
- Working with a team that is passionate about serving a community.
- A commitment to personal and team professional development.
- The excitement of being part of supporting sports, recreation, and events in a fast-growing community.
- Benefits package including Health, Dental, LTD, Life Insurance, AD&D Insurance, Registered Pension Plan, Employee Assistance Program, Staff membership East Hants Aquatic Centre, training opportunities.

**Annual salary:** \$49,514 - \$61,892

**Deadline to apply:** March 30, 2026

For a complete job description and information on how to apply, please visit [easthants.ca/employment](http://easthants.ca/employment)

If you require an accommodation to assist in the application process, please contact Human Resources at [jobs@easthants.ca](mailto:jobs@easthants.ca) or (902) 883-6203.