

# **EMPLOYMENT OPPORTUNITY**

## **SUSSEX, NB**

### **Director Leisure Services**

The town of Sussex invites applications for the position of **Director Leisure Services** reporting directly to the Chief Administrative Officer. This leadership position requires a dynamic individual with demonstrated high standards of interpersonal, facilities, programs, and budget preparation of the Community Services Department with a strong focus on mentoring and motivation of department employees with a background in a government setting as well as exceptional customer service.

Desirable education, abilities and skills include graduation from an accredited college or university with an Undergraduate Degree in Recreation or related field of study. Including in this position the incumbent will have knowledge of programing, principles and procedures in the delivery of Community Services in a Municipal setting.

The ability to direct modern personnel management models and leadership practices to benefit Sussex and area residents in the delivery of exceptional recreational experiences in Sussex.

This is a full-time salary position, and the town of Sussex offers an attractive benefits package, a challenging and rewarding work environment, and excellent career development opportunities in one of the most attractive living environments in Atlantic Canada.

Qualified individuals are invited to apply in writing for this position. Resumes outlining education, training and experience with the names and contact information for three (3) references will be received in person at the Town Office, by mail to 524 Main Street, Sussex, N. B., E4E 3E4, or by e-mail to [info@sussex.ca](mailto:info@sussex.ca) **UNTIL 4:00 PM LOCAL TIME ON MARCH 21<sup>th</sup>, 2025.**

To be considered for this opportunity, candidates must submit a resume and cover letter detailing their suitability for the position to:

Scott M. Hatcher, P. Eng.  
Chief Administrative Officer  
town of Sussex  
524 Main Street  
Sussex N.B. E4E 3E4

You may also email your resume and cover letter to [scott.hatcher@sussex.ca](mailto:scott.hatcher@sussex.ca)

**Deadline for application: March 21, 2025**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted. As an employer of choice, the Town is committed to protecting the privacy of your personal information. Information will be used for recruitment and employment purposes only.*

S. M. Hatcher, P. Eng.  
Chief Administrative Officer