

Coordinator of Event and Services

About the Employer:

The employer is Memorial University Recreation Complex (MURC). MURC was incorporated in 1995 and is responsible for operating the Field House and Aquarena as a separately incorporated entity of Memorial University.

Position Description:

The Works is seeking a dynamic, highly organized and detail-oriented individual to join our team as the Coordinator of Events and Services. This full-time management position reports to the Manager of Fitness and Student Services.

Key Responsibilities:

Management and planning of events: Coordinate, plan and execute all events at The Works. Staff supervision, training, and scheduling. Communication with event organizers to ensure all activities are highly organized.

Coordinating and management of summer day camp: Oversee daily operation of The Works summer day camp including staff training.

Facility Supervision: Oversee operations of Facilities, managing staff to ensure successful delivery of services and programs.

The position requires evening and weekend work with the responsibility of ensuring all programs & events run smoothly.

Qualifications:

- Extensive experience in programming and event management.
- Strong communication, customer service, and organizational skills with the ability to multitask.
- Detail oriented and an ability to meet deadlines.
- Supervisory experience would be an asset.
- A degree in Recreation or any equivalent combination of experience and training will be considered.

Compensation and Benefits:

- Salary will be commensurate with qualifications and experience
- Annual Leave: 10 Days (will increase with service)
- Statutory Holidays: 9 Days
- Group Insurance and Pension Benefits
- Professional Development opportunities

Please send resumes to:

Memorial University Recreation Complex Inc.
Attention: Coordinator of Events and Services
17 Westerland Road
St. John's, NF A1B 3R7

Resumes can be dropped off at the Administration Office, second floor of the Field House, Monday to Friday 8:30am - 3:30pm.

E-mail applications will be accepted via theworks@mun.ca

Deadline for applications: Noon Monday, October 13th, 2025.

Please be advised that we are unable to provide updates on current competitions.

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