

Recreational Programs Coordinator

Application Deadline: March 1, 2026

Job Location: Halifax, Nova Scotia

Job Dates: May 18, 2026 - August 30, 2026

Hours: up to 35 hours a week

Compensation: \$25/hour

Job Overview:

Are you organized, outgoing, and passionate about youth recreation? If so, consider applying to be the summer Recreational Programs Coordinator with the Nova Scotia Sea School!

This Halifax-based role will lead and assist with the registration, coordination and logistics of all summer programming for the duration of their employment. This includes both Halifax-based day programming and multiday expeditions on the South Shore. The Coordinator will work directly with permanent and seasonal staff, as well as with youth participants, their families and guardians, and organizational partners. The work will be done in-person at the Maritime Museum of the Atlantic, on the Halifax waterfront. Reporting to the Program Director, the work will require an aptitude for planning, time management, people skills, and collaboration.

About the Nova Scotia Sea School:

The Nova Scotia Sea School offers transformative ocean and coastal experiences to youth ages 12-19. This includes single and multi-day recreational programs in sailing, hiking, wilderness survival, and related activities. These are immersive, experiential, outdoor programs for youth that emphasize and cultivate personal growth, environmental stewardship, community, and a sense of belonging. The participants represent a diverse cross-section of society, including youth experiencing marginalization due to race, gender, poverty, language, mental health challenges, and other intersections. The Sea School works closely with other youth organizations to ensure program offerings are suited to the groups that it serves.

Tasks and Responsibilities:

- Managing administration and registration of participants for both single-day and multi-day programming
- Regular, timely, and clear email & phone communication with partner organizations, parents and guardians, youth, and other staff
- Maintaining strong, communicative & collaborative relationships with NSSS colleagues, all staff at the Maritime Museum of the Atlantic and all youth recruitment & delivery partners
- Maintaining well-organised records of programming and participants
- Tracking and organizing participant waivers and releases

- Assisting with planning and execution of youth programming alongside other program staff
- Providing on-call assistance for wilderness or water activities
- Leading or assisting with program logistics, including organizing transportation, provisions, and accommodations, amongst others
- Managing participant accommodations as they arise
- Hands-on gear inventory maintenance and management
- Data modelling and management for reporting out to program stakeholders
- Social media management, including content creation, scheduling posts, monitoring engagement, and fielding inquiries, alongside permanent staff, while prioritizing brand consistency and organizational values
- Creation and distribution of promotional and informational materials including use of Canva or other similar platforms
- Participation in staff training sessions
- Other duties as required

Job requirements:

- Criminal record check
- Child abuse registry check
- Commitment to diversity, equity and inclusion
- Proven computer literacy and capabilities
- Proven competency in Google Sheets, Gmail and other G suite programs
- Ability to problem-solve, build and maintain organised files and records
- Experience or training in digital communications and/or social media
- Highly collaborative; team player
- Experience with outdoor activities such as sailing, hiking and canoeing is an asset
- Due to funding from external programs, the successful applicant must be returning to full-time studies at a postsecondary institution in the fall.

How to apply:

Send your resume and a brief cover letter explaining your relevant past experience and your interest in the role to Hannah at programs@seaschool.org. Please use the subject line “Job Application: Recreational Programs Coordinator” for your email.