

# Recreation Coordinator

Civilian 6-month overseas opportunity. Posted in multiple cities for visibility. Apply only once.

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**Jobnumber**

CFMWS16240

**Posting End Date**

23-Jan-2026

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## CFMWS – WHERE PURPOSE MEETS PASSION!

At Canadian Forces Morale and Welfare Services (CFMWS), we're more than just a workplace; we're a proud community dedicated to supporting Canadian Armed Forces members, veterans and their families in their daily lives. We carefully curate and provide programs and services designed to meet their unique needs and enhance their mental, social, physical, financial and familial well-being. CFMWS employees deliver programs and services including recreation, sports and fitness programs, customized financial services, retail services, access to retail savings and discounts and offers family support and organizes charity events.

Our success stems from living our values. Our employees care about their role in supporting Canadian Armed Forces members, veterans and their families and act with integrity in all they do. Thriving in our close-knit environment, we act as one team with one mission. We constantly seek new ideas and creative ways to deliver the best possible programs and services.

As an employer, we offer a commitment to your health, wellness and growth. We provide a diverse range of roles across many locations and a career where you can make a meaningful impact.

## THE ROLE

Imagine the excitement of coordinating and delivering recreation programs and services to the Canadian Armed Forces (CAF) and partner nations in a deployed environment for six months!

The Recreation Coordinator is part of an enthusiastic team of adventurous individuals who enjoy travel, meaningful employment and contributing in a team-based environment. Excited by the opportunity to deploy as a civilian among our CAF personnel abroad, you are a team player with a positive attitude in a fast-paced setting. You are able to adapt to new challenges in an ever-changing dynamic environment, where an unconventional workweek is commonplace.

Working in a team setting, the Recreation Coordinator will be contributing at the forefront of supporting Canada's military abroad. Most importantly, you will be coordinating recreation programs and services for the CAF and their partner nations. The Recreation Coordinator will deliver briefings and guidance on recreation policies, directives and procedures. You play an important role in enhancing the morale of those deployed by planning recreational activities, overseeing recreation clubs, and planning excursions, outings and events. Keeping military members energized ensures they are mentally and physically ready to sustain the rigors of operations, and live healthy balanced lives.

This is an exciting and rewarding opportunity that does not come along often!

## **QUALIFICATIONS NEEDED**

### **Education, Certifications and Licenses**

An acceptable combination of education, training and experience

Canadian citizenship

Must have a valid Canadian passport

Valid Canadian driver's license (Class G or Class 5)

### **Experience**

In coordinating and planning recreational activities

In providing recreational information to clients

In administrative procedures

In scheduling, organizing and overseeing activities for program development and delivery

In providing travel information to clients, such as tourist attractions, foreign currency, customs, languages and travel safety

### **Competencies**

Client focus, organizational knowledge, communication, innovation, teamwork and leadership.

## **Additional Qualifications Prior to Deployment**

Completion of a health, dental and psychosocial assessment

Security screening

Current CPR and Basic First Aid qualifications

Ability to walk and lift, carry, pull/or push heavy items

## **LANGUAGE REQUIREMENTS**

English Essential

## **JOB INFORMATION**

### **POSITION TYPE**

Civilian deployment contracts are 6-month terms. Deployment start dates may take place within the next 2 years.

**Hours of work:** Maximum 56 hours per week, which includes weekdays and weekends.

### **BENEFITS**

**Tax free allowance:** Possibility of up to \$1,756 per month in addition to your salary (allowance rates are based on mission/location/date).

**Home leave and travel allowance:** Possibility of paid leave and travel allowance.

**Accommodations and meals:** Provided for duration of deployment.

**Health benefits:** Drug coverage, travel insurance, dental, vision, life insurance, disability insurance and accidental death and dismemberment coverage.

**Excursions:** Possibility to explore and experience the local culture and environment through activities like excursions off base.

**LOCATION:** Latvia.

## **APPLICATION INFORMATION - IMPORTANT**

### **TO APPLY:**

**In order to be considered for deployment, please include the following in your application. Failure to include all items will result in your application being screened out of the competition.**

**1) Resume** – clearly show how you met each qualification.

**2) Cover Letter** – explain why you want to deploy.

**This job opportunity expires at 11:59 PM EST.**

## **IF SUCESSFUL – SELECTION AND TRAINING COURSE**

Successful candidates will be invited to participate in a multi-day training and selection course.

Location: Halifax, Nova Scotia

Date: April 24, 2026 - May 3, 2026

Compensation: Fully paid attendance, including travel, accommodations and meals

Purpose: You will learn more in-depth about the day-to-day expectations, technical work-related training, as well as a basic understanding of military practices and procedures. This will give you an opportunity to learn more about our organization as well as interact with like-minded people that may be deploying with you. Your completion of the training session will be valid for 2 years.

## **LEARN MORE**

Learn more about deployment support: <https://cfmws.ca/about-us/cfmws-careers/our-team/deployment-support> (<https://cfmws.ca/about-us/cfmws-careers/our-team/deployment-support>)

Have questions before applying? Join us for a **Question and Answer Session**

January 14, 2026 at 7:00 PM EST English <https://cfmws.ca/Deployment-Webinar> (<https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcfmws.ca%2FDeployment-Webinar&data=05%7C02%7CLaurin.Demi%40cfmws.com%7Ca7d5ddae7cd34b76e9ce08de>)

January 15, 2026 at 7:00 PM EST French <https://sbmfc.ca/Webinaire-Déploiement> (<https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsbmfc.ca%2FWebinaire-D%25C3%25A9ploiement&data=05%7C02%7CLaurin.Demi%40cfmws.com%7Ca7d5ddae7cd34b76e9ce08de>)

This webinar will provide an overview of the job positions with Deployment Support, living conditions while deployed, challenges of deploying, locations of deployment, perks of the job, and the application process. You will have a chance to hear from people that have deployed previously and what a rewarding experience it was.

After the overview, there will be an opportunity to post questions to the CFMWS - PSP Deployment Support team.

## INCLUSION AND ACCOMMODATION

CFMWS is committed to providing an inclusive, equitable and accessible environment, where all employees feel valued, respected and supported. We welcome applications from all qualified candidates who can help us build a workforce that reflects the diversity of Canadian society. If contacted in relation to a job opportunity or assessment, you should advise the recruitment team in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Apply now

