

SEASONAL RECREATION PROGRAM ASSISTANT

ORGANIZATIONAL UNIT: Community Services

GROUP: Recreation

REPORTS TO: Community Services Coordinator

CLASSIFICATION: Full-time Temporary

Responsibilities:

- Assist the Seasonal Recreation Program Coordinator with the budgeting, planning, implementing, and evaluating summer recreation and educational programs.
- Assist the Seasonal Recreation Program Coordinator with planning and implementing field trips.
- Assist with Seasonal Recreation Program Coordinator with the development of the Summer Programs brochure.
- Assist with inventory control and organization of summer program supplies.
- Supervise the children/youths attending the programs.
- Supervise and assist in the evaluation of any youth volunteers.
- Assist with the maintenance of accurate records of programs.
- Assist with special events held throughout the summer.

Qualifications:

- Must be between the ages of 17 and 30 years old for Canada Summer Jobs employment opportunity.
- Completion of high school diploma.
- Currently enrolled in post-secondary in recreation, education or related field is an asset.
- Experience with children is an asset.
- Experience with Microsoft Office is considered an asset.
- First Aid & CPR Certification or willingness to obtain.

- Class 5 driver's license would be an asset.
- A criminal record check with vulnerable sector will be required.

Compensation commensurate with skills and experience. Please send cover letter and resume to cscoordinator@bonaccord.ca. Open until filled.

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

SEASONAL RECREATION PROGRAM ASSISTANT

ORGANIZATIONAL UNIT: Community Services

GROUP: Recreation

CLASSIFICATION: Temporary (1.0 FTE)

PURPOSE

The Seasonal Recreation Program Assistant supports the Seasonal Recreation Program Coordinator with planning, implementing, and evaluating summer recreation and educational programs.

SCOPE

Reporting directly to the Community Services Coordinator, the Seasonal Recreation Program Assistant supports the summer recreation and educational opportunities for children and youths.

RESPONSIBILITIES

- Assist the Seasonal Recreation Program Coordinator with the budgeting, planning, implementing, and evaluating summer recreation and educational programs.
- Assist the Seasonal Recreation Program Coordinator with planning and implementing field trips.
- Assist with Seasonal Recreation Program Coordinator with the development of the Summer Programs brochure.
- Assist with inventory control and organization of summer program supplies.
- Supervise the children/youths attending the programs.
- Supervise and assist in the evaluation of any youth volunteers.
- Assist with the maintenance of accurate records of programs.
- Assist with special events held throughout the summer.

Health and Safety

- Adhere to all safety policies and procedures.
- Attend safety meetings as required.
- Ensures the safety of all summer program participants.

Other

- Undertake other tasks and responsibilities as required within the scope of this position.

KNOWLEDGE, SKILLS, AND PERSONAL ATTRIBUTES

Knowledge

- Completion of high school diploma.
- Currently enrolled in post-secondary in recreation, education or related field is an asset.
- Experience with children is an asset.
- Experience with Microsoft Office is considered an asset.
- First Aid & CPR Certification or willingness to obtain.
- A criminal record check with vulnerable sector will be required.
- Class 5 drivers license would be an asset.

Skills

- Energetic and creative.
- Exceptional organizational skills.
- Ability to carry out written or oral instructions and maintain accurate records as required.
- Excellent attention to detail.
- Ability to work independently and within a team.
- Excellent time management skills, ability to manage tasks and deadlines with frequent interruptions.
- Adaptable and willingness to learn.

Personal Attributes

- Demonstrates a dedication to the position and the community.
- Promotes positive community awareness and public relations.
- Ability to be highly adaptable and flexible to change.
- Display a high degree of professionalism in a complex government and community office.
- Establish strong and positive working relations with both internal and external customers.
- Adheres to the Municipal Code of Ethics.
- Honest, trustworthy, and respectful.
- Maintains a clean standard of hygiene and neat appearance.
- Maintains a neat and orderly work area.

CERTIFICATION

Employee: I certify that I have read and understood the responsibilities assigned to this position.

Supervisor: I certify that this job description accurately describes the responsibilities assigned to this position.

Employee Signature

Supervisor's Signature

Printed Name

Supervisor's Title and Name

Date

Date

I approve of the delegation of responsibilities outlined herein.

Town Manager Signature

Date