

<b>Job title</b>	<i>Summer Program &amp; Events Manager</i>
<b>Regular Working Hours</b>	<i>Varies; 37.5hrs/wk</i>
<b>Reports to</b>	<i>Recreation Director</i>
<b>Employment Dates:</b>	<i>May 21<sup>st</sup> – August 24<sup>th</sup>, 2019</i>
<b>Rate of Pay:</b>	<i>Minimum wage + based on experience</i>

## Job purpose

- To assist with the pre-planning and administrative aspects of Summer Activity Camp; to assist recreation director with routine maintenance, community programming initiatives, special event planning and programming as well as general office duties. The Recreation Intern will also be expected to attend Activity Camps throughout the week.

## Duties and responsibilities

Job duties and responsibilities of the summer program & events manager include, but may not be limited to, the following:

- Working with community partners to plan and execute community events including, but not limited to, Canada Day event(s), movie night(s), community yard sale, summer kick-off party, picnic in the park, Kingsport Gala Days
- Pre-planning all aspects of summer activity camp in collaboration with recreation director
- Responsible for all activity camp administration and paperwork, parent communication
- Providing support and leadership to activity camp leaders to ensure smooth operation of summer activity camp; including assisting in record keeping, emergency action plans, and planning of all aspects of day trip(s)
- Attending day camp if necessary for camper:leader ratio
- Attend day trip(s) with activity camp
- Assist with maintenance of outdoor recreation facilities and playing fields including, but not limited to, mowing, maintaining baseball field, garbage removal, and outdoor restroom facilities
- Answer phone, email, and greet visitors in a professional and friendly manner
- Updating social media pages and website as needed
- Submit end of term report to recreation director detailing skills learned/developed, experiences gained, and areas of consideration for future internship(s)

## Qualifications

Qualifications include:

- Some post-secondary education in recreation or related field of study
- Knowledge/experience in recreation and/or event planning
- Ability to develop and work within budgetary guidelines
- Knowledge and experience working with Microsoft Office and Publisher
- Energetic, self-motivated, and people oriented; ability to lead by example and provide mentorship to activity camp staff

## Requirements

- Must be a youth between the ages of 15-30; academic considerations in effect for this job to meet certain grant requirements
- First aid/CPR certification\*
- Criminal Record check and Vulnerable Sector check
- Reliable transportation

\*training will be provided in the instance that successful candidate does not currently hold certification

## Working conditions

Recreation intern will be required to work on Canada Day and occasional evening(s)/weekend(s) if events fall outside regular Monday-Friday working hours. Working hours will vary weekly to accommodate activity camp schedule.

