

Job title	<i>Community Program Coordinator</i>
Regular Working Hours	<i>Varies; 15-20 hrs/wk</i>
Reports to	<i>Recreation Director</i>
Employment Dates:	<i>June 12th – August 25th, 2023 (subject to change)</i>
Rate of Pay:	<i>14.30/hr+ based on experience</i>

Job purpose

- To assist with the pre-planning and all administrative aspects of seasonal community programming and events; to assist recreation director with routine maintenance, community programming initiatives, special event planning and programming as well as general office duties. The community program coordinator may also be expected to attend Activity Camps throughout the week.

Duties and responsibilities

Job duties and responsibilities of the summer program coordinator 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
- Create and administer summer recreation programs including drop ins, day and evening events/programs
- 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 including creating detailed promotions
- 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 Suite
- 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 may be in effect for this job to meet certain funding requirements
- First aid/CPR certification*
- Criminal Record check and Vulnerable Sector check
- Reliable transportation for daily travel between work sites

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

Working conditions

Summer program coordinator may 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.

