



Town of Antigonish Department of Community Development, Parks and Recreation
Division:
Summer Program Supervisor

Antigonish Town Parks and Recreation is dedicated to providing sport, recreation and leisure activities for the citizens of Antigonish. The department concentrates on maximizing the Town's existing assets as well as building on its proud heritage and culture. To achieve their vision and with the available resources, the department will provide programs, services, facilities, plus advice and assistance to individuals, community groups and organizations.

Applications are being accepted for the position **Summer Program Supervisor**.

Reporting to the Manager of Parks and Recreation, this person will assist in Spring/Summer Program planning, registration, and general duties pertaining to the delivery of Spring/Summer Recreation camps and programs.

Interested candidates submit your resume along with an accompanying cover letter by 12 noon, Friday April 8th, 2022, to: Tricia Cameron at tcameron@townofantigonish.ca

We thank all candidates for their interest, however only those under consideration will be contacted.



Position: Summer Program Supervisor
Department: Community Development – Parks and Recreation Division
Reports to: Manager of Parks and Recreation
Status: Full-Time; Seasonal. May 9th – August 26th, 2022
Location: Town Hall
Salary: \$15.00/Hour

General Accountability

Reporting to the Manager of Parks and Recreation, this person will assist in Spring/Summer Program planning, registration, and general duties pertaining to the delivery of Spring/Summer Recreation camps and programs.

Working Conditions and Physical Environment

The Summer Program Supervisor will be expected to work outside the Town Hall for the majority of July and August. They will be providing summer camps in facilities outside of Town owned facilities. The supervisor will also be expected to work some weekends and possibly some evenings ie. Wee Lads and Lassies.

Responsibilities

- Provides direction to and supervises summer staff including assisting with hiring, monitoring, training and evaluation;
- Plans, coordinates and evaluates summer programs;
- Monitors day to day operations of summer programs;
- Creates social media for all summer programs;
- Enforces health and safety procedures;
- Distributes notices pertinent to the Summer Recreation Programs ie. Notices to parents;
- Organizes and receives all camp registration;
- Supervises and organizes the Wee Lads and Lassies Track and Field program;
- Order program supplies for the Summer Recreation Programs.

Qualifications

- Enrollment in programming related to Children and Youth. For example, Bachelor of Education, Human Kinetics, or Recreation Degree.
- Must have experience in leading children/youth programs;
- Must be a returning student.

Additional Skills and Abilities

- Must be highly organized;
- Must be able to work both in a team environment as well as independently;
- Must have knowledge in program development and lesson planning;
- Must have experience in leading children/youth programs;
- Must have excellent conflict resolution skills;
- Must have good communication skills;
- Must be proficient in computer skills (Word, Excel, Publisher).

Special Requirements

- Must provide a recent Criminal Record check with Vulnerable Sector Check
- Must have a valid First Aid/CPR certification;
- Valid driver's license (vehicle is an asset)