

# THE TOWN OF ANTIGONISH

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Town of Antigonish Department of Recreation and Special Events:

## **Summer Program Supervisor**

Antigonish Town 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 Director of Recreation and Special Events, 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 13<sup>th</sup>, 2018, to:

Tricia Cameron at [tcameron@townofantigonish.ca](mailto:tcameron@townofantigonish.ca)

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

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**Position: Summer Program Supervisor**

**Status: Full-Time Seasonal – Spring/Summer**

**Department: Recreation**

**Reports to: Director of Recreation and Special Events**

**Location: Town of Antigonish**

**Pay Scale: \$11.85/Hour**

**Date of Description: January 31<sup>st</sup>, 2018**

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## **General Summary**

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

## **Reporting Relationships**

Reports to Tricia Cameron, Director of Recreation and Special Events

## **Key Working Relationships**

Internal: Must maintain a healthy working relationship with the Town of Antigonish Active Living Coordinator and with the Town of Antigonish Safety Officer.

External: Must maintain a good working relationship with Antigonish County Recreation, the Strait Regional School Board, St Francis Xavier University Recreation Department, Antigonish Club 60.

### **Responsibilities/Accountabilities**

- 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 program flyers and brochures to advertise summer programs;
- Enforces health and safety procedures;
- Distributes notices pertinent to the Summer Recreation Programs ie. Notices to parents;
- Organize all camp registration;
- Supervises and organizes the Minor track and Field program;
- Order program supplies for the Summer Recreation Programs.

### **Qualifications**

#### Education and Experience:

- Must be enrolled 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.

#### Competencies:

- 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 have good computer skills.

### **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. Canada Day.

**Special Requirements**

- Current First Aid/CPR;
- Valid driver's license (Vehicle is an asset);