



Town of Antigonish Department of Community Development, Parks and Recreation Division is seeking a **Summer Recreation Intern – Administrative Assistant.**

Applications are being accepted for the position **Summer Recreation Intern – Administrative Assistant.** 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 should submit a resume along with an accompanying cover letter by 12 noon, Friday, March 17th, 2023, to: Tricia Cameron at [Tricia.Cameron@townofantigonish.ca](mailto:Tricia.Cameron@townofantigonish.ca). Please include the title of the position you are applying to in the subject line of the email.

Applications submitted beyond the closing date and time, or incomplete applications, will not be accepted. We thank all applicants for their interest, however only candidates selected for interviews will be contacted.

# THE TOWN OF ANTIGONISH

<b>Position:</b>	Summer Recreation Intern – Administrative Assistant
<b>Department:</b>	Community Development – Parks and Recreation Division
<b>Reports to:</b>	Manager of Parks and Recreation
<b>Status:</b>	Full-Time; Seasonal. May 8 <sup>th</sup> – August 25 <sup>th</sup> , 2023
<b>Location:</b>	Town Hall
<b>Salary:</b>	\$16.50/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 Recreation Intern will be expected to work outside the Town Hall for the majority of July and August. They will be supervising those providing summer camps in facilities outside of Town owned facilities. The Supervisor will also be expected to work some weekends and possibly some evenings i.e. Wee Lads and Lassies.

## **Responsibilities**

- Provides direction to and supervises summer staff including assisting with hiring, monitoring, training and evaluation. Will be responsible for some on-site supervision of Summer Camps.
- 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 i.e. Notices to parents.
- Organizes and receives all camp registration. This includes corresponding with the Sport Hub to initiate the registration process.
- Organizes and supervises the Wee Lads and Lassies Track and Field program. This includes assisting with the hiring of staff, training of staff, submitting payroll for staff etc.
- Assists the Active Living Coordinator with duties pertaining to duties associated with the Multi-Sport 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)

### **Application**

Interested candidates should submit a resume along with an accompanying cover letter by 12 noon, Friday March 17<sup>th</sup>, 2023, to: Tricia Cameron at [Tricia.Cameron@townofantigonish.ca](mailto:Tricia.Cameron@townofantigonish.ca). Please include the title of the position you are applying to in the subject line of the email.

Applications submitted beyond the closing date and time, or incomplete applications, will not be accepted. We thank all applicants for their interest, however only candidates selected for interviews will be contacted.