



## **PICTOU RECREATION & PARKS**

### **JOB DESCRIPTION**

**Title:** Recreation Activities Program Coordinator

**Reports To:** Recreation Coordinator or designate

**Nature of Position:** Seasonal

#### **Description:**

The Recreation Intern assists with organizing, leading, and conducting activities within a specific recreation program, which includes day camp, youth and adult activities, special events, and other activities. He/She will also be responsible for the general safety and development, growth, and skill achievement of all program participants.

#### **Specific Responsibilities Include:**

- Plan, implement and evaluate day camps for children (ages 6 to 12), special day trips (for children ages 6 to 12), and a teen leadership program (youth ages 14 to 16).
- Plan, implement and evaluate programs for adults and seniors (ie. day trip, walking/biking programs, recreation activities).
- Plan, implement and evaluate special events for Canada Day, Natal Day and a Summer Wrap-up party; as well as other community events as they arise.
- Plan above activities, so programs and events are inclusive for all.
- Assist with implementation of “Everybody Gets to Play” initiative; a program that erases social and economic barriers to recreation programs.
- Incorporate the fundamentals of the Canadian Sport for Life model within the camp programs which encourages the development of physical literacy.
- Recruit volunteers to assist with the above-mentioned activities.
- Supervise personnel and volunteers for the above activities, and ensure that quality programs are being implemented.
- Public relations and promotions for above activities.
- Communicate with parents about participant’s experiences and report concerns to Recreation Coordinator.
- To maintain accurate program records including incident reports, logbook documentation, and daily attendance.
- Adhere to all policies, as outlined by the employer.
- Ensure that staff and volunteers adhere to all policies, as outlined by the employer. Full understanding of the Town’s Occupational Health and Safety Policies and Procedures.
- Other duties, as assigned by the Recreation Coordinator.

**The successful candidate must have a valid driver’s license, have access to a vehicle and show proficient skills in the following areas:**

- Preference will be given to someone who is presently pursuing a degree in recreation, human kinetics, education, a field related to children, or a related field of study
- Excellent oral and written skills

- Working in a team setting and independently
- Use of computers
- Problem solving and decision making

***This position is only open to students currently attending and intending to return to school full-time in the fall; university or college.***

**Job Duration:** May 17, 2021 to August 27, 2021 \*

**Number of hours:** 35 hours per week / 14 weeks

\* Dates are approximate and subject to change.