



Summer Village of Island Lake Summer Program Coordinator - Job Description

Under the direction of the Summer Village of Island Lake the Summer Program Coordinator will be responsible for the planning and provision of summer programs for children and youth which meet the needs and interests of the communities served by Island Lake. In addition the summer program coordinator will be required to perform minor maintenance within the Summer Village and will be responsible for the supervision of a Summer Leader.

Specific Job Duties are as follows:

- Plan programs for participants of children and youth and prepare a plan for each;
- Create a summer schedule of Events and Activities;
- Prepare program flyers and promotional materials to advertise programs;
- Prepare a simple budget for the programs that are offered;
- Purchase materials and/or equipment required for activities, crafts, games, sports that are planned;
- Provide supervision and execution of activities;
- Support the hiring of a Summer Leader and provide leadership to the Summer Leader
- Provide leadership of songs, games, sports, crafts as outline in the lesson plans and ensure all programs are operated within Summer Village policies and standards;
- Preparation and clean up of programs;
- Maintain good relations with the children, public and parents;
- Complete and submit a final report including recommendations for next year;
- Minor maintenance duties which will include but not limited to garbage pickup, painting, park weeding and other simple yard work;
- Assume additional responsibilities as assigned.
- Have fun!

Qualifications:

- Background in Recreation/Physical Education or related field and asset.
- Registered for a Fulltime Post-Secondary course an asset.
- Experience in implementing programs for children an asset
- Outstanding rapport with children.
- Excellent organizational and communication skills.
- Creative, enthusiastic and energetic.
- Current First Aid with CPR (or willingness to acquire).
- Criminal Record Check may be required
- Class 5 Driver's license and own reliable transportation required.
- Must have a flexible schedule as some evening & weekend work will be required.

Wage:

- \$20/hour
- 37.5 Hours /Week

This is a summer employment position and would run from approx. June 1st – August 25th. Summer programs will begin June 30th. We will also be hiring a Summer Leader, which will start date at the end of June. All applicants will be considered for this position as well.

The Summer Program Coordinator will be based out of the Summer Village of Island Lake. There is no office available for this position though storage and meeting place is available at Island Lake. All administration and program planning can be done remotely and submitted to summer village. The position will follow all regular policies and procedures for employment standards and health & safety issues. Once summer programs have started, they will be required to work at the Summer Village of Island Lake. Weekly meetings (when possible) are scheduled for staff and a Summer Village representative to discuss any issues/concerns and accomplishments.

All summer students will be certified in Standard First Aid & CPR.

Deadline for Submissions: May 11th, 2018 - Job maybe filled prior to posting deadline

Please submit resumes to: svislandlake@wildwillowenterprises.com or by Fax: (780) 967-0431