



Summer Village of Island Lake Summer Program Leaders - Job Description

Under the direction of the Summer Village of Island Lake and the Summer Program Coordinator the Summer Program leaders will be responsible for implementation and provision of summer programs for children and youth which meet the needs and interests of the communities served by Island Lake.

Specific Job Duties are as follows:

- Sanitizing of equipment and high touch areas with frequency
- Maintaining attendance registers;
- Disinfecting of public washrooms and high traffic areas.
- Plan programs for participants of children and youth and prepare a plan for each;
- 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;
- Create a summer schedule of Events and Activities;
- Prepare program flyers and promotional materials to advertise programs;
- Maintain good relations with the children, public and parents;
- 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 or Education or related field an asset.
- Experience in implementing programs for children an asset
- Registered for a Fulltime Post-Secondary course an asset.
- Outstanding rapport with children.
- Excellent organizational and communication skills.
- Creative, enthusiastic and energetic.
- Criminal Record Check may be required
- Class 5 Driver's license and reliable transportation an asset.
- Must have a flexible schedule as some evening & weekend work will be required.

Wage:

- \$17-20/hour
- 16-24 Hours /Week

This is a summer employment position and would run from approx. June 27^h – August 23rd Summer programs will begin June 28th. We will be hiring 5-6 Summer Leaders.

The Summer Leaders 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. The position will follow all regular policies and procedures for employment standards and health & safety issues. Weekly meetings (when possible) are scheduled for staff and the Summer Program coordinator to discuss any issues/concerns and accomplishments.

Deadline for Submissions: June 13th, 2025 - Job may be filled prior to posting deadline

Please submit resumes to: info@islandlake.ca