

	<b>Recreation Program Coordinators - Summer Student Job Description</b>	Department	Administration
		Date Approved	April 1, 2025
		Revised	

**REPORTS TO:** CAO  
**REPORTS:** None

**Primary Duties:**

1. Develop and implement summer recreation programming for children within the Village that provides opportunities for all to participate in supervised and structured healthy activities.
2. Responsible for the safety, supervision, wellbeing and care of all program participants at all times.
3. Ensure that the facilities, equipment and supplies used for programs are maintained in good condition and properly stored.
4. Develop promotional material and coordinates promotions to create awareness for all Village programs.
5. Assist and complete reports and maintain records on all activities to aid in the preparation of grant application and final reporting for funding.
6. Planning, staging and evaluating Summer Recreation Programs held daily throughout each week, for the duration of the summer (July and August).
  - a. Prepare a weekly schedule of programming.
  - b. Prepare a budget for programming.
  - c. Assist with planning and purchasing materials and supplies.
  - d. Maintain a spreadsheet of expenses to assist with reporting.
  - e. Submit invoices and payment vouchers to office staff for preparation of payment.
  - f. Assist with preparing season end reports for the CAO and Council on the evaluation of the events to include various statistics (i.e. total number of attendees, ages, etc.).
7. May be required to attend Council or Committee meetings as requested.
8. Performs any other duties that may be assigned from time to time.

**Experience & Qualifications**

- Prior community and/or recreation programming experience for a municipality or a not-for-profit organization
- Grade 12 completed and enrolled in a post-secondary diploma/degree program in the fall.
- Past experience with various reporting processes, such as grant research, proposal preparation and summary evaluation reporting would be an asset.
- The position requires a valid Saskatchewan Class 5 driver's license with a clean drivers abstract, current Criminal Records and a Vulnerable Sector Check.

**Accountability/Responsibility**

Reporting to the CAO, the position is responsible for all aspects of research, development, implementation and evaluation of the summer recreation program on behalf of the Village.

**Unique Position Requirements**

- Standard hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday, with a 1-hour lunch break. Work scheduling flexibility is required to accommodate noon hour, evening and weekend responsibilities. Programming runs 8:30 am to 4:00 pm each day.
- Work conditions will vary from a standard office environment to exposure to assisting with parks and recreation related operations.
- Ability to balance multiple priorities, often with conflicting timelines in a fast-paced environment.
- Regular contact with the general public, co-workers, Chief Administrative Officer and other departments are expected as well as occasional contact with members of the Council.
- Ability to work with minimal supervision.

**Computer software and equipment use:**

Microsoft Office, Adobe, Canva, Web Content Management Systems, social media, email, photocopier, and scanner

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Incumbent

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Chief Administrative Officer

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Date