

Employment Opportunity:



YOUTH PROGRAMMING MANAGER

(Supported through the CPRA Youth Employment Experience Program)

Pay: \$14.00 an hour
Hours: 35 hours a week
Length: 22 Weeks (April – September)

Position Summary:

Working under the direction of the Community Development & Recreation Director, the Youth Programming Manager will be tasked with developing and managing summer programming for youth and teens and assist with program delivery and special events.

Duties:

- Research, develop and organize free summer day camps in St. Mary's
- Lead the hiring process for summer recreation leaders
- Develop and deliver programming for teens in the Municipality
- Advertise recreation programs and opportunities
- Lead the delivery of summer day camps
- Supervise summer recreation staff
- Assist with the delivery of recreation programs
- Evaluate summer programs
- To help plan and deliver special events as required (ie. Canada Day, River Days, 55+ Games,)
- Attend any necessary training for position
- Other duties that may be assigned

Requirements:

- Must be between the ages of 15 - 30
- Can be post secondary student or high school student on work term
- Training in Recreation and Education related field considered an asset (Recreation and Leisure Management, Physical Education, Human Kinetics, Youth Worker, Human Studies etc.)
- High Five training would be considered an asset

Skills and special knowledge:

- Supervisory and Leadership Skills
- Must possess organizational and administrative skills and ability to multi-task.
- Computer Skills Essential
- Must be able to work independently and as part of team
- Ability to work in fast paced environment

Additional Documentation:

- Applicants must pass a Criminal Record check
- Applicants must pass a National Child Abuse Registry check
- Applicants must have a valid driver's license
- The successful applicant is required to attend training workshops (no exceptions)

Applications:

Only applicants with scheduled interviews will be notified. Apply by resume with attached references along with a 500-word reflection answering the question "Who have you looked up to in your life? What are some of the special characteristics that person had, and why do you think they made such an impact on your life?"

Applications can be dropped off in person at the Municipal Office, by email at recreation@saint-marys.ca , faxed to at 902-522-2309 or by mail to 8296 Hwy. 7, PO Box 296 Sherbrooke, NS, B0J 3C0. The deadline for applications is **4:00pm, Wednesday, April 6th, 2022.**