



Employment Opportunity:

Position Title: Community Program Coordinator

Reports to: Community Development and Recreation Director

Classification: Hourly/Term (Based on Program Funding)

Hourly Wage: \$15.35

Position Summary:

Working under the direction of the Community Development & Recreation Director, the Community Program Coordinator will organized and deliver programs specialized programs throughout the Municipality of the District of St. Mary's. Expected start date for this position is October 3rd. The successful applicant will be expected to work 5-10 hours/week (including Saturday's).

Duties of Position:

- Deliver the Seeds of Literacy Program in community centres throughout St. Mary's
- Deliver the Tech Savvy Seniors Program in community centres throughout St. Mary's
- Manage and organize equipment for both programs
- Book facilities for programs
- Advertise programs throughout the Municipality
- Ensure the health and safety of participants of programs
- Assist program participants with literacy activities
- Assist program participants with the use of technology
- Maintain program attendance records
- Ensure that program space is clean and tidy at the end of a program

Education and Qualifications:

- Candidates with a combination of experience and education will be considered.
- Highfive, Principals of Healthy Childhood Development certification considered an asset

Requirements:

- Applicants must pass a Criminal Record and Vulnerable Sector check.
- Applicants must pass a National Child Abuse Registry check.
- Proof of valid Standard First Aid and CPR training (will be provided if not currently held).

Skills and Qualifications:

- Program delivery experience
- Knowledge of the use of technology
- Must possess organizational skills and ability to multi-task.

Applications:

Applications including resume and cover letter along with references will be accepted until the position is filled. Applications will be accepted by: Email: recreation@saint-marys.ca or Mail: PO Box 296, 8296 Highway #7 Sherbrooke NS B0J 3C0, or in person during regular office hours.