

## Employment Opportunity:



### SUMMER PROGRAMMING MANAGER

**Pay:** \$18.50 an hour + vacation pay  
**Hours:** 35 hours a week  
**Length:** 10 Weeks (June 19<sup>th</sup> – August 25<sup>th</sup>, 2023)

#### Position Summary:

Working under the supervision of the Community Development and Recreation Director, the Summer Programming Manager will be tasked with delivering and managing the Summer Day Camp Program for youth entering grades preprimary to six.

#### Duties:

- Organize, manage and lead the Summer Day Camp program.
- Provide leadership and supervision to Summer Day Camp Councilors.
- Assist with the delivery of additional summer recreation programs as needed (including Canada Day celebrations).
- Evaluate summer programs.
- Attend any necessary training for position.
- Manage and maintain equipment needed for Summer Day Camp.
- Host special guests and partners at Summer Day Camp.
- Attention to detail and ensuring that all facilities and activities are safe for participants.
- Other duties that may be assigned.

#### Requirements:

- 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, cover letter with attached references Applications can be dropped off in person at the Municipal Office, by email to [kerri.jack@saint-marys.ca](mailto:kerri.jack@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, Friday, June 9<sup>th</sup>, 2023.**