

**SUMMER PROGRAM ASSISTANT  
(SEASONAL)  
POSITION DESCRIPTION**

**PURPOSE OF THE POSITION**

The Summer Program Assistant will assist the Summer Program Coordinator to develop and implement a variety of safe, fun and age appropriate summer programs for children and youth.

**SCOPE**

The Summer Program Assistant reports to the Summer Program Coordinator and is responsible for helping administer and deliver programs for children/youth in the community over the summer months. The Assistant will consult with relevant community groups/organizations and local stakeholders to identify community needs in relation to summer programming and endeavor to respond to identified needs when developing programs.

**RESPONSIBILITIES**

**Summer Programs for Children and Youth:**

*Research and develop programs for children/youth:*

- Assist the Summer Programs Coordinator to assess community needs with respect to summer programs by liaising with local schools and community programs.
- Assist the Summer Program Coordinator to prepare a detailed plan for summer program activities including provisions for safety and supervision.

*Promote Summer Programs:*

- Assist the Summer Program Coordinator to develop the Summer Program Brochure and ensure that program information is made available to the public through a variety of mediums and promotion activities.

*Plan, supervise and implement programs and related activities:*

- Assist with the scheduling of activities, facilities, transportation and volunteers as required.
- Lead activities for children and youth.



- Assist with the supervision of program participants at all times and ensure that safety provisions are implemented and followed for each program under the direction of the Summer Program Coordinator.
- Ensure proper documentation is maintained on a daily basis.
- Communicate with parents or caregivers as required.
- Communicate effectively with the Summer Program Coordinator and Community Services Coordinator as required.
- Assist with the recruitment, training and supervision of Leaders in Training (LIT's) and other youth volunteers.

*Summer Program Evaluation:*

- Assist with the collection of statistical information.
- Assist with the preparation of the annual program report which will include program evaluation and identification of areas where new programs are needed.

**General Administration:**

- Assist the Summer Program Coordinator to monitor and track program related expenses.
- Ensure that all summer program related documents are filed appropriately under the direction of the Community Services Coordinator.
- Respond appropriately to parent or community inquiries regarding Summer Programs.

**Other:**

- Assist the Community Services Coordinator with the Discovery Days Parade.
- Adhere to the Town of Redwater Health and Safety Program.
- Any other duties as approved by the Summer Programs Coordinator or designate.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge:**

- Experience with the development and delivery of child and youth programs would be an asset.
- Demonstrated understanding of best practices in relation to working with children and youth.
- Desirable to have a college or university degree/diploma, or be presently enrolled in a related field such as but not limited to social work, education or recreation.
- Knowledge of Microsoft office including Word, Excel, Outlook and Publisher.
- Must have First Aid and CPR or be willing to complete certification.
- Current WHIMS certification (within 3 years) would be an asset.
- Valid class 5 Alberta Motor Vehicle Operators License would be an asset.

### **Skills:**

- Effective time management and organizational skills.
- Effective communication and customer service skills.
- Effective childcare and youth supervisory skills.
- Ability to supervise youth volunteers.
- Strong interpersonal skills and ability to work within a team environment.

### **Personal Attributes:**

- Honest, trustworthy, and respectful.
- Flexibility.
- Maintain standards of conduct.
- Maintain standards of confidentiality.
- Demonstrate a dedication to the position and the community.
- Promote positive community awareness and public relations.
- Demonstrate sound work ethics.
- Enjoy working with children and youth.
- Adhere to the Municipal Code of Conduct.
- Maintain a clean standard of hygiene and neat appearance.

## **CERTIFICATION**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Supervisor's Title and Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I certify that I have read and understand  
the responsibilities assigned to this position

I certify that this job description is an  
accurate description of the  
responsibilities assigned to the position

\_\_\_\_\_  
Senior Administrative Officer's Signature

\_\_\_\_\_  
Date

I approve the delegation of responsibilities outlined herein within

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

