

EMPLOYMENT OPPORTUNITY

SUMMER PROGRAM ASSISTANT

Temporary Full Time Position (39.5 hours/week, May 1 – August 31)

The Town of Redwater is a progressive and action-oriented municipality that is poised for significant growth. Located just 5 minutes north of Alberta's Industrial Heartland and 35 minutes northeast of Edmonton, Redwater offers many benefits of a rural lifestyle but with immediate access to all urban amenities. This full-service community provides excellent recreation, culture, education and health care services to area residents. Please visit our website to learn more about our great community: www.redwater.ca.

Our team is seeking a Summer Program Assistant to develop and deliver a variety of safe, fun, and age-appropriate summer programs for children and youth. Reporting to the Community Services Supervisor, and under the guidance of the Community Services Coordinator and Summer Programs Coordinator the Summer Programs Assistant will assist the Coordinator with:

- Planning, implementation, delivery, and supervision of summer programs for children and youth.
- Promotion and delivery of summer events and activities in the community.
- Recruitment, training, and supervision of Leaders in Training (LIT's) and other youth volunteers.
- Monitor and track program related expenses under the direction of the Community Services Coordinator.
- Enhance responsibility and leadership capacity of role by assisting Community Services Supervisor, Community Services Coordinator, and/or Summer Programs Coordinator with other duties to enhance the employment experience such as special projects and/or administrative functions.

Qualifications:

- Must be between the ages of 18 and 30 years old to be eligible for this *Canada Summer Jobs* position.
- A *Canada Summer Jobs National Priority Initiative* is to remove barriers to employment for youth, applicants are encouraged to self-identify in their cover letter if they are underrepresented in the labour market such as Black and other racialized youth, Indigenous youth, 2SLGBTQI+ youth.
- Enrollment in or completion of a college or university degree/diploma program in human services i.e. social work, education, psychology, or recreation would be considered an asset.
- Supervisory experience, and training or previous experience working with and planning activities for large groups of children and youth is an asset, preferably in a recreation setting.
- Knowledge of health and safety such as WHMIS would be considered an asset.
- High Five Principles of Healthy Child Development, High Five Sport, NCCP coaching courses, or other recreation/sport courses would be considered an asset.
- Strong organizational and computer skills are required.
- Standard First Aid and CPR C certification required.
- Valid Class 5 Driver's License and access to a vehicle is an asset.
- The successful candidate will be required to provide a Vulnerable Sector Criminal Record Check and Drivers Abstract.

A detailed position description is available on our website: www.redwater.ca

The salary range for this position is \$18.00 - \$23.32 per hour. Deadline to apply April 4, 2025. Position open until filled. The Town of Redwater thanks all applicants for their interest, however only individuals selected for an interview will be contacted.

Please forward a cover letter, resume, and three work related references to:

Charity Melnick, Community Services Supervisor
Town of Redwater, Box 397, Redwater, AB, T0A 2W0
Email: cmelnick@redwater.ca Ph: (780)942-4101 Fax: (780)942-4415

