

# EMPLOYMENT OPPORTUNITY

## SUMMER PROGRAM COORDINATOR

*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](http://www.redwater.ca).

Our team is seeking a Summer Program Coordinator to develop and implement a variety of safe, fun, and age-appropriate summer programs for children and youth. Reporting directly to the Community Services Supervisor, and working under the guidance of the Community Services Coordinator, duties include but are not limited to:

- Planning, implementation, delivery, and supervision of summer programs for children and youth.
- Promotion of summer program events and activities in the community.
- Guidance of program staff including Summer Program Assistant.
- 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.
- Other duties related as directed by Community Services Coordinator or Community Services Supervisor 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 required.
- 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](http://www.redwater.ca)*

The salary range for this position is \$19.00 - \$24.75 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](mailto:cmelnick@redwater.ca) Ph: (780)942-4101 Fax: (780)942-4415**

