

EMPLOYMENT OPPORTUNITY

SUMMER PROGRAM COORDINATOR ASSISTANT

Temporary Full Time Position (May - August)

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 Coordinator Assistant to develop and implement a variety of safe, fun and age appropriate summer programs for children and youth. Reporting directly to the Summer Program Coordinator, duties include but are not limited to:

- Assist with planning, development, and implementation of summer programs for children and youth.
- Assist with assessing community needs by liaising with local schools and community programs
- Assist with the development of the Summer Program Brochure
- Promotion of summer program activities in the community.
- Lead activities for children and youth
- Assist with the recruitment, training and supervision of Leaders in Training (LIT's) and other youth volunteers

Qualifications:

- Must be 16 years of age or older
- Training and/or previous experience working with children and youth would be an asset
- Experience planning activities for groups of children and youth would be an asset
- Strong customer service and team building skills are required
- Strong organizational and computer skills are required
- First Aid/CPR certification and knowledge of WHMIS would be an asset
- Interest in pursuing a college or university degree/diploma in a human services program i.e. social work, education, psychology or recreation is desirable

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

Salary range for this position is based on level of education and experience.

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

Jacquie Moren, Community Services Coordinator
Town of Redwater, Box 397, Redwater, AB, T0A 2W0
Email: cscoordinator@redwater.ca Fax: (780)942-4415 Ph: (780)942-4101



This position is open until filled.

The Town of Redwater thanks all applicants for their interest, however only those who have been selected for an interview will be contacted.