

EMPLOYMENT OPPORTUNITY

SUMMER PROGRAM COORDINATOR

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

- Planning, supervision and implementation of summer programs for children and youth.
- Promotion of summer program activities in the community.
- Supervision of program staff.
- 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.

Qualifications:

- Must be 18 years of age or older.
- Training and/or previous experience working with children and youth.
- Experience planning activities for groups of children and youth.
- Strong organizational and computer skills are required.
- Supervisory experience is an asset and preferably in a childcare or youth setting.
- Enrollment in a college or university degree/diploma program in human services i.e. social work, education, psychology or recreation would be considered an asset.
- First Aid/CPR certification and knowledge of WHMIS would be considered an asset.
- Criminal Record Check is required.

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.