

## **SUMMER PROGRAM COORDINATOR (SEASONAL) POSITION DESCRIPTION**

### **PURPOSE OF THE POSITION**

The Summer Program Coordinator's role is to develop and implement a variety of safe, fun and age appropriate summer programs for children and youth.

### **SCOPE**

The Summer Program Coordinator reports to the Community Services Supervisor and is responsible for administering and delivering programs for children/youth in the community over the summer months. The Coordinator 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:*

- Assess community needs with respect to summer programs by liaising with local schools and community programs.
- Prepare funding proposals and donation support requests/letters.
- Ensure a variety of sports, recreation, culture and other programs are planned and implemented with consideration for social development opportunities.
- Prepare a detailed plan for summer program activities including provisions for safety and supervision.

*Promote Summer Programs:*

- 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:*

- Schedule activities, facilities, transportation and volunteers as required.
- Supervise and lead activities for children and youth.

- Ensure that program participants are supervised at all times and that safety provisions are implemented and followed for each program.
- Ensure proper documentation is maintained on a daily basis.
- Communicate effectively and professionally with parents or caregivers as required.
- Communicate effectively with the Community Services Coordinator as required.
- Recruit, train and supervise Leaders in Training (LIT's) and other youth volunteers.

*Summer Program Evaluation:*

- Collect and report statistical information.
- Prepare and present annual program report which will include program evaluation and identification of areas where new programs are needed.

**General Administration:**

- Monitor and track program related expenses to ensure budget requirements under the direction of the Community Services Supervisor.
- Ensure that all summer program related documents are filed appropriately under the direction of the Community Services Supervisor.
- Respond appropriately to parent or community inquiries regarding Summer Programs.

**Other:**

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

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge:**

- Experience with the development and delivery of child and youth programs.
- 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, and Outlook
- Knowledge of Canva and Perfect Minds software an asset.
- Must have First Aid and CPR or be willing to complete certification before start date.
- 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 support staff and 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.
- Adhere to the Municipal Code of Conduct.
- Enjoy working with children and youth.
- Maintain a clean standard of hygiene and neat appearance.

## **CERTIFICATION**

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Employee Signature

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Supervisor's Signature

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Printed Name

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Supervisor's Title and Name

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Date

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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

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Senior Administrative Officer's Signature

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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.