



Temporary Full Time - Summer Fun Coordinator

The Summer Fun Coordinator will be responsible for developing, implementing and evaluating our Summer Fun program with the support of our Multiplex Manager. This program will improve the quality of life for our children between the ages of 6 and 10. The Summer Fun Coordinator will be required to showcase a variety of sports, art, recreation and cultural activities in the program at various locations around our community and surrounding area. This position will need to work under the programs budget and implement the budget accordingly. This is a temporary position at 40 hours per week.

Qualifications:

- High School Diploma or GED required
- Involved in post-secondary education in a related field
- Valid class 5 drivers license, and clean drivers abstract
- Ability to provide strong vision and leadership
- Ability to work in a team environment
- First Aid/ CPR
- Criminal Record/ Vulnerable Sector Check satisfactory to the Town of Penhold

Duties will include, but are not limited to:

- Plan and implement our Summer Fun camp for ages 6-10
- Develop weekly plans that fall within the budget constraints;
- Develop contingency plans for outdoor or weather dependent activities
- Understand the budget and determine appropriate cost for the program
- Recognize safety and risk management factors pertaining to the program
- Program set up and clean up requirements
- Complete detailed evaluation after the Summer Fun program to include financial statement, summary of event, number of participants, changes for upcoming programs, successes and challenges
- Other duties as assigned

This position is based on a 40 hour work week running May 7- August 31, 2018. Hours of work are typically Monday - Friday 8:00am - 5:00pm.

Please submit cover letter and resume by email to:

Attention: Karen Sawicki
Email: ksawicki@townofpenhold.ca

The closing date for this position is March 23, 2018 or until a suitable candidate is found. Only those candidates selected for an interview will be contacted.

Rate of pay starting at \$19.00 - \$21.00/hr. dependent upon experience

Please reference job number SFUN18 on cover letter.