

# The Corporation of the Town of Lakeshore

## 2010 SUMMER STUDENT Position Description

**Title:** RECREATION COORDINATOR ASSISTANT

**Work Term:** May 17th – Aug 27<sup>st</sup>, 2010

**Wages:** \$16/HR

**Hours:** Monday to Friday 8:30am-4:30pm (35 hrs/wk)  
may be required to work weekends pending scheduled events

**Location:** Puce Sports and Leisure Centre – Recreation Office

### **Duties:**

- Assisting with the direct planning and implementation of the eight week summer park programs and assist with special events such as the annual Canada Day Family Picnic and Golf Tournament event.
- Supervise and work collaboratively with the program supervisors and leaders hired to implement the eight week summer park program at locations established
- Assure all current policies and procedures, HIGH FIVE Quality at Play Standards and Health and Safety regulations are followed in the implementation process.
- Ability to work flexible hours including weekends to meet programming/events needs
- Completion and processing all necessary forms and collection and reconciling of registration fees for all program locations.
- Perform any other duties or tasks as assigned by Program Supervisor.
- Ability to conduct training session to meet the needs of the program.
- Must be able to communicate effectively with parent/child on various issues that may arise.

### **Requirements:**

- University or College Student at least 16 years of age as of May 1, 2010
- Resident of Lakeshore
- Previous experience in a Park Program supervisory, leadership or instructor role is required.
- Experience in working in an administrative setting.
- Experience in the planning and implementation of children programming preferred.
- Must enjoy working with people of all ages, possess excellent social skills and problem solving skills, and be receptive to working with a high priority schedule of duties.
- Ability to work independently and as a team leader
- Creativity and organizational skills a must in order to complete daily tasks required.
- Strong communication and interpersonal skills
- Standard level First Aid and CPR Level "C" required
- Valid G2 license required
- Completion of the HIGH FIVE Quality at Play Standards (Course PHCD-100) is required.
- Police Clearance required.

*Positions are conditional on funding approvals/requirements, and may be subject to change*