



## SUMMER EMPLOYMENT OPPORTUNITY

### **YOUTH RECREATION COORDINATOR**

The Hubbards and Area Recreation Association (HARA) is seeking a full time Summer Youth Recreation Coordinator. Under the supervision of the HARA Board of Directors the Youth Recreation Coordinator will facilitate recreation programs for youth and families, provide assistance with HARA projects, and work closely with community organizations to support a variety initiatives and events.

#### **POSITION DESCRIPTION**

Position Title: Youth Recreation Coordinator

Reports to: Nadine Hackney, HARA Board of Directors

Location: Hubbards Recreation Centre, variety of community locations

Hours: 35 hours per week consisting of some office days (8:30 – 4:30) and flexible hours for programs, meetings and events during evenings and weekends as outlined in work plan developed with the Supervisor

Wage: \$12.50 per hour

Term: June 25<sup>th</sup> to August 31<sup>st</sup> 2018

#### **QUALIFICATIONS**

1. Strong interpersonal and communication skills including the ability to work effectively with a variety of people;
2. Strong planning and organizational skills;
3. Ability to work with limited supervision, high level of sound and independent judgement, reasoning and discretion;
4. Experience with e-mail, Internet, Microsoft Office, and variety of social media outlets;
6. Familiarity with HARA and local community organizations would be an asset;
7. Strong leadership and group facilitation skills;
8. Experience leading and participating in a variety of recreational activities;
9. Be able to provide current First Aid Certification, Police Check with Vulnerable Sector and Child Abuse Registry Check before employment;
10. Provide current WHMIS Certification or attend in-house training through HARA;
11. Be able to attend Leadership Training in Bridgewater June 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup>

## **GENERAL DUTIES & RESPONSIBILITIES**

The list provides a general overview, it is not intended to be all-inclusive or to limit the HARA Board of Directors to assign other duties as may be required.

1. Designs, facilitates and evaluates programs, activities, and special events.
2. Promotes and advertises programs and events through print media, social media, and networking with local groups and individuals
3. Provides appropriate resources and support to community organizations and their volunteers.
4. Maintains clear and accurate digital and paper records.
5. Manages program registration and payment.
6. Recruits and monitors program volunteers, encourages networking.
7. Participates in HARA Board meetings and other community meetings as appropriate.
8. Follows rules, regulations and guidelines as outlined in the Summer Staff Manual.
9. Helps maintain, clean, and organize facilities and equipment as needed.
10. Communicates regularly and meets bi-weekly with Supervisor to set goals, develop work plans, review progress and establish priorities.
11. Submit final report on events, equipment inventory, evaluations, and recommendations for next year.

## **CONTACTS**

1. Supervisor
2. General public, especially youth and families
3. HARA Board of Directors
4. HRM Recreation staff
5. Local organizations, community groups and associations
6. Program volunteers

## **ELIGIBILITY**

Applicants Must:

- a) be between 15 and 30 years of age at the start of the employment
- b) have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year
- c) be Canadian citizens or permanent residents or have official refugee protection status under the Immigration and Refugee Protection Act (foreign students are not eligible)
- d) be legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations

## **APPLICATIONS**

To apply, please submit your resume and cover letter by e-mail to [nadinehackney@gmail.com](mailto:nadinehackney@gmail.com) no later than 5:00pm on May 25<sup>th</sup>, 2018. *Please Note: Although we thank all applicants, only those selected for an interview will be contacted.*