



## **Summer Program Coordinator**

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The Town of Rosthern is looking for a highly motivated and qualified individual with an interest in recreation, sport, and culture to co-ordinate the Rosthern Summer Program for children and youth aged 5 and up.

Full time position starting June 7<sup>th</sup> to August 20<sup>th</sup> (35hrs per week)

The Successful candidate will answer to the Recreation and Community Development Manager and be responsible for the care of all participants, and the supervision of the Program's Play Leader(s).

### **Qualifications**

- Must be at least 18 years of age
- Previous experience working with children and coordinating activities an asset
- High interest level in sport, recreation, arts and culture
- Must be organized and have excellent communication skills
- Supervisory skills
- Self-motivated
- Must have current First Aid/CPR

\* Successful candidate must provide criminal record check

### **Responsibilities**

- Communicate activities to Recreation Manager daily
- Co-ordinate programming that meets the needs of children and youth in the community
- Plan & coordinate group field trips & events
- Supervision of children aged 5-14 as well as the Summer Program's Play Leader position
- Maintain accurate daily logs, involving participants and programs
- Maintain a safe environment for all participants and staff
- Promote positive public relations

Wage/salary info: 15.00 - 16.00 (depending on qualifications)

Employment Terms: Full Time

Employment Length: 11 Weeks

This job posting will remain open until filled. The Town of Rosthern thanks all applicants for their interest in this employment opportunity but only those applicants invited for an interview will be contacted.

Apply in writing to the Town office, Box 416, Rosthern, SK S0K 3R0  
or email [recreation@rosthern.com](mailto:recreation@rosthern.com)

For more information, contact the Recreation & Community Development Manager, Vanessa Atkins, at (306)232-4826.