



Job Posting

Recreation Programmer & Administrative Support

This position will plan and implement programming for members of our community. This position is a permanent position and reports to the Director of Community Development. This position will oversee after school programming, sport programming, assist with special events, plan for future months and assist the Director of Community Development with all summer planning, hiring and execution of the various summer programs. The majority of this position is assisting the Director of Community Development but this position also includes administrative work- overseeing the social media sites, websites and other various duties.

Please visit our website www.stewiacke.net for a detailed job description.

This position competition closes on December 22nd, 2022 at 3:00pm.

Please forward your resumes to:

Town of Stewiacke

Erin Richard, Director of Community Development

295 George Street, Stewiacke NS

B0N2J0

erichard@stewiacke.net

Town of Stewiacke

Position Description

Recreation Programmer & Administrative Support

Overview

This position serves the Town of Stewiacke's recreational needs by planning and implementing various programs tailored to meet the interests of the residents and nearby communities. The Recreation Programmer & Administrative Support position will spend some of their work day in the Stewiacke Town Office planning programs, doing registration for programs, working on other administrative duties; the second half of the work day will be running the programs set out in the schedule for that day.

There are expectations of what programs must continue to run (After School Programming, Sport programming for children/youth, senior fitness etc.) but this is not a limitation, we are hoping to expand our opportunities for other ages of the population. This position will also help the Director of Community Development with larger one-off events, and any other smaller scale events such as pop-up community days. Summer is a very busy time and this position will turn into our Summer Day Camp Coordinator, who will assist with Day Camp Registration, Summer Sport Registration, hiring summer staff and planning/implementing all summer programs.

This position plays an important role in communicating needs and wants of residents to town officials, which may require this position to be involved in citizen engagement sessions and strategy work. This position reports to the Director of Community Development.

In addition to recreation related duties, this position will also assist administrative staff in the office. Social media and website work will also be part of a work week, hours working on these items will fluctuate.

Key Outcomes and Responsibilities

- Actively supervise and engage with participants, which can be up to 30 children/youth at one time
- Work with other staff, ensuring programs are running efficiently
- Develop and coordinate events and programs that attract the focused population
- Prepare reports for the Director of Community Development, reports for Town officials and possibly grant/funding applications
- Develop a schedule of programs/events to promote yearly
- Ensure a safe and welcoming environment for all program participants
- Office administrative work as required
- Social media & website- promotion of the town and its assets, content uploads to social sites and website

- **reviewing surveillance of town properties

Qualifications

- Graduate of high school with minimum two years related work experience
- Strong understanding of provincial child protective service regulations
- Knowledge of community service/community engagement and experience communicating with the public sector would be an asset
- Planning and program implementation experience would be an asset
- First Aid & CPR Certificate
- Office administrative skills an asset (outlook, Microsoft office, social media experience)

This position's work week will be 35 hours paid at the rate of \$18.00 per hour. The work schedule will be flexible and set based on programming days/evenings.