



## JOB DESCRIPTION

**POSITION TITLE:** SUMMER PROGRAM CO-ORDINATOR  
**REPORTS TO:** Recreation & Community Development Manager  
**REPORTS:** Summer Program Activities Leader  
**Date APPROVED:**  
**Date REVISED:**

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### PRIMARY DUTIES:

- 1) Communicate activities to Recreation Manager daily.
- 2) Co-ordinate programing that meets the needs of children and youth in the community, including in-person activities and possible virtual activities.
- 3) Plan and coordinate group field trips & events.
- 4) Supervision of children aged 5-14 as well as the Summer Program's Activity Leader position.
- 5) Maintain accurate daily logs, involving programs and participants.
- 6) Maintain a safe environment for all participants and staff.
- 7) Promote positive public relations by maintaining communication with participants' families and administering social media posts.

### SPECIFICATIONS:

#### Experience & Qualifications

- 1) Must be at least 18 years of age
  - 2) Must be organized and have excellent communication skills
  - 3) Supervisory skills
  - 4) Self-motivated
  - 5) Must have current First Aid/CPR
  - 6) Successful candidate must provide a criminal record check
  - 7) Previous experience working with children and coordinating activities an asset
  - 8) High interest in sport, recreation, arts and culture
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Incumbent

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Chief Administrative Officer

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Date