



## Summer Program Co-Ordinator

---

**Expires: May 6, 2022**

**Term: June 6 – August 19, 2022**

The Town of Rosthern is inviting applications for the position of Summer Program Co-Ordinator. The successful candidate will report to the Recreation and Community Development Manager and be responsible for the care of all participants, as well as the supervision of the Program Play Leader(s).

### **Qualifications**

- Must be at least 18 years of age
- Previous experience working with children and coordinating activities an asset
- Must be organized, self-motivated, and have excellent communication skills
- Supervisory skills
- 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, including in-person activities and possible virtual activities, while following all COVID-19 guidelines and restrictions.
- Plan & coordinate group field trips & events (if COVID-19 restrictions permit)
- Maintain accurate daily logs, involving participants and programs
- Maintain a safe environment for all participants and staff
- Promote positive public relations by maintaining communication with participants' families and administering social media posts.

The Town of Rosthern is an equal opportunity employer. The salary range for this position is \$14-\$16 per hour, depending on qualifications and experience.

**Interested applicants should submit their resume detailing qualifications, experience, training, and references to:**

Tonya McEachern, Recreation and Community Development Manager  
Town of Rosthern, PO Box 416  
Rosthern, SK S0K 3R0  
Phone: 306 232 4826  
Email: [recmanager@rosthern.com](mailto:recmanager@rosthern.com)

We thank all applicants, but only those chosen for an interview will be contacted.