

Job Title: Rec program Team Leader Summer Student	
Affiliation: CUPE Local 4951	
Direct Supervisor: Economic Development Officer	Term: June 1st - August 31, 2023
Salary: 20.75 per hour + 4% in lieu	Hours: Full-time (35-hours/week)
Creation Date: January 17th, 2023	Revision Date: First Release

This position is dependent on funding

Position Overview:

The Summer Recreation Team leader is responsible for planning and implementing the District of Fort St. James' summer recreation Day camp program. The Team leader will research camp activities, operate within the recreation budget, and provide leadership support to three Day camp leaders.

Summer camps will be based at the Fort St. James Community Centre and various outdoor locations for school-aged children (6-12) between July 10th and August 26th. The Team Leader will work 8:00 – 4:00 Monday to Friday. The Team Leader position starts on or around Monday June 5th, 2023.

Reporting Relationship

The Team Leader summer student reports directly to the Economic Development Officer, and the Office Assistant II & and Events Coordinator.

Team Leader Responsibilities:

You will assist in the creation and delivery of summer programs for children. The successful candidate will have the opportunity to plan, promote and present an exciting series of programs for ages 6-12, and assist with planning for the future. You will connect with other community partners to provide quality programming. The Team Leader can create a meaningful summer experience for residents of Fort St. James. The Team Leader will provide support to the three recreation leaders and be responsible for the maintenance of program records such as registration and other related documents. The Team Leader reports directly to the Economic Development Officer.

Skills and Abilities:

- Experience working in a recreational leadership role.
- Experience working with children
- Ability to make quick decisions
- Be flexible and adaptable
- Strong organizational and interpersonal skills
- Strong planning and records management skills
- Enjoy being creative and have an enthusiastic personality

Requirements:

- Be aged 16-30 and have a valid SIN number.
- Valid First Aid an asset.
- All candidates are required to undergo a criminal records check.
- Provide your own means of transportation to and from the workplace.

Core Values

- Integrity
- Safety
- Personal Responsibility
- Team work
- Respectful Workplace
- Inclusiveness

Required Documents to Apply:

1. Resume and cover letter
2. References
3. Certifications

Please direct resume to:

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Economic Development Officer

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