

Employment Opportunity

Summer Recreation Coordinator

Village of Bible Hill is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you have questions or would like to request accommodation measures during any phase of the hiring process or as an employee, please notify us as soon as possible. Applications are welcome from all qualified persons.

Terms of Reference

Employment timeframe: May 1, 2024 to and including August 30, 2024

Hours of employment: Monday to Friday, 8:30 AM to 4:30 PM, expanding to 8:00 AM to 5:00 PM during day camps in July and August; some evenings, weekends, and statutory holidays mandatory (i.e. Canada Day); 35 to 45 hours per week

Rate of pay: \$16.20 per hour; increased to \$17.20 per hour for supervision of day camps in July and August

Application Deadline: March 4, 2024, at 4:30 PM

Qualifications

- Available to commit to the hours of work during the employment timeframe
- Attended high-school or post-secondary education full-time during the 2023-24 school year and be attending full-time during the upcoming 2024-25 school year
- Satisfactory results of a Nova Scotia Child Abuse Registry check
- Satisfactory results of a police criminal record and vulnerable sector check
- Possession of a valid Standard First Aid and CPR-C certificate (or willing to take certification)

Suitable skills

- Ability to work positively with children and the general public
- Capable of supervising up to 4 summer recreation staff members
- Ability to supervise children in a group setting
- Good organizational, planning, and communication skills
- Ability to work on a team, motivate others, and be self-motivated
- Ability to imaginatively plan and organize games, sports, arts, and crafts
- Training and experience with word-processing, social media content creation, and spreadsheets

Responsibilities and Reporting

Under the supervision of the Parks and Recreation Director:

- Plan and lead the Village of Bible Hill day camp programs
- Supervise summer recreation staff on a day-to-day basis
- Assist with various recreation programming
- Act as a positive role model while supervising and implementing activities with children and adults
- Assist in the planning and implementation of special events (i.e., Canada Day and Back To School Bash)
- Prepare information packages and reports as assigned
- Assist the Parks & Recreation Director in day-to-day duties as assigned

Reports to: Parks and Recreation Director; in their absence, the Clerk and Treasurer

Inquiries and resumes may be sent by mail or e-mail directly to:

Haley Smith
Parks and Recreation Director
haley.smith@biblehill.ca