



Parks & Recreation Summer Staff Positions 2024

Outreach Specialists and Sport Animator

The Kentville Parks and Recreation Department provides top quality recreational programs and services for Kentville and area residents, and is looking for adventurous, enthusiastic employees to help us keep our commitment to the community. If you are an energetic, self-motivated, and outgoing person who likes to work as part of a team, then apply this summer to work with the summer recreation team in Kentville!

Why work with us?

Being a part of the Kentville parks and recreation team means you will be working in a dedicated, positive, and supportive environment. Our department is known for its high standard of service, its dedication to innovation, and its commitment to serving all members of our community. We do this because we value our people and we're passionate about what we do. Our department has an environment that offers support and encouragement so you can achieve your professional goals. Trust, accountability, and fun are the foundations of our workplace culture.

Our EDIA Commitment:

The Town of Kentville recently adopted our first Accessibility Action Plan followed by the signing of the Recreation Nova Scotia Anti-Racism Charter, a testament to our commitment to developing and supporting a more diverse, inclusive, and equitable environment for all staff and community members. We encourage applicants from equity deserving populations to self-identify in their application. We continue to focus on equity, diversity, and inclusion (EDI) as part of this framework and are committed to continuing our education and awareness as an organization. If you have questions on how we can ensure a safe place of employment, or how the hiring process can accommodate your needs, we invite you to reach out and contact us.

Training and Personal Development:

Successful candidates will be provided with both formal and informal training and personal development opportunities that will take place leading up to the start of the summer season and throughout the summer months. We are committed to offering you more than "just a job" but rather an opportunity to grow as an individual, try new things, ask lots of questions, explore your talents, and challenge yourself, all while being surrounded by people who believe in you!

Your Opportunity

The Town of Kentville Department of Parks Recreation is seeking candidates to fill the following coordinator positions:

Specialty Outreach Leaders (4 positions available with specific focus area themes)

Reporting to the Summer Recreation Manager and working closely with the Parks and Recreation Team, the Specialty Outreach Leaders will deliver opportunities to youth, seniors, families, and the broader community using a decentralized model. Working as part of a team and independently, Specialty Outreach Leaders will work to bring a multitude of recreational opportunities to the many neighborhoods, parks and trails that exist in the Town of Kentville. Each Specialty Outreach Leader will have a specialized skill set which will be their primary program focus area. Candidates will apply for one of these four focus areas:

- Program Focus Area #1: Active Transportation (e.g., cycling, walking, skateboarding, rolling, etc.)

- Program Focus Area #2: Outdoor and Environmental Education (e.g., learning to camp, plant and animal ID, nature play, etc.)
- Program Focus Area #3: Arts, Culture, and Food (e.g., community gardens and picnics, indigenous knowledge workshops, story-telling, baking/cooking, arts and crafts pop-ups)
- Program Focus Area #4: Community Leisure and Recreation (e.g., leading more traditional recreational summer activities like capture the flag, community scavenger hunts, board games in the park, accessible/parasport try-it program, etc.)

Outreach is key and we want you to meet as many new and different people as you can over the summer months while exposing members of the community to the many benefits of recreation, engaging in conversation, listening to stories, and supporting community growth and cohesion. In addition to internal programming and events, the Kentville Parks and Recreation Department partners with community organizations to offer approximately thirty programs a year, with multiple offerings on a weekly and ongoing basis. These joint collaborations are key to further expand programs and community offerings through intentional partnerships. Using play as your tool for engagement you will work to address larger community issues, such as accessibility, homelessness, and food insecurity.

These per hour positions require individuals who are up for learning new skills, sharing knowledge, passionate about play and playfulness, and a desire to listen and engage in meaningful conversations. Chosen applicants will have strong interpersonal and communication skills with the ability to work independently and exercise initiative.

We are looking for individuals who are:

- 🧑 Enrolled in a recognized University or Community College in an applicable field of study (applicants with equivalent training & experience will also be considered);
- 🧑 Experienced in program planning and delivery;
- 🧑 Enthusiastic, organized, and a motivated self-starter;
- 🧑 A creative problem solver and able to adapt quickly;
- 🧑 A passionate believer and implementer of inclusive practices;
- 🧑 Willing to learn and be a part of a dynamic team and working in partnership with community organizations;
- 🧑 Knowledgeable about the principles of community development;
- 🧑 Experienced in mentoring and teaching leadership skills is an asset;
- 🧑 Aware of your own privilege and how you are using it to help others;
- 🧑 Passionate about delivering thoughtful and impactful recreation opportunities;
- 🧑 Willing to have fun and play;
- 🧑 Flexible and available to work evenings and weekends as needed.

These positions include two weeks for planning and training. Professional development opportunities will also be made available throughout the summer. This position will run from May 20th until August 23rd. Pending budget approval, compensation for this 14-week contract is between \$16.00-\$18.00 per hour based on approximately 35 - 40 hours/week. Work times vary between weekdays, evenings, and weekends.

Sport Animator (1 position available)

Reporting to the Summer Recreation Manager and working out of the Kentville Tennis Court office, this position will oversee daily operations of activities held at the Tennis/Pickleball Courts and surrounding facilities within Memorial Park. The Sport Animator will manage court scheduling, deliver sport-specific lessons (e.g., basketball, tennis, football, pickleball, baseball, etc.) to community members and day campers, plan and coordinate our Para-Sport program, and plan and deliver special skill development pop-up events and programs in Memorial Park. The Sport Animator will provide inclusive, safe, and fun programming to individuals with varying experience and ability levels, focusing on physical literacy. The ideal applicant will have strong interpersonal and communication skills with the ability to work independently and exercise initiative, will be passionate about play and playfulness, and have a desire to listen and engage in meaningful conversations. Work times vary between weekdays, evenings, and weekends.

We are looking for an individual who is:

- ♀ Enrolled in a recognized University or Community College in an applicable field of study (applicants with equivalent training & experience will also be considered);
- ♀ Experienced in program planning and delivery;
- ♀ Enthusiastic, organized, and a motivated self-starter;
- ♀ A creative problem solver and able to adapt quickly;
- ♀ A passionate believer and implementer of inclusive practices;
- ♀ Willing to learn and be a part of a dynamic team and working in partnership with community organizations;
- ♀ Knowledgeable about the principles of community development;
- ♀ Experienced in mentoring and teaching leadership skills is an asset;
- ♀ Aware of your own privilege and how you are using it to help others;
- ♀ Passionate about delivering thoughtful and impactful recreation opportunities;
- ♀ Willing to have fun and play;
- ♀ Flexible and available to work evenings and weekends as needed.

For this position, tennis skills and other sport-specific coaching is a strong asset. This position includes two weeks for planning and training. Professional development opportunities will also be made available throughout the summer. This position will run from June 17th until August 27th. Pending budget approval, compensation for this 10-week contract is between \$16.00 and \$18.00 based on approximately 35 - 40 hours/week, with some evenings and weekends as required.

To Apply

Please submit your resume and a cover-letter outlining your work and volunteer experience. Don't forget to highlight times where you have worked within and for community, why you are interested in this opportunity, what skills you have that you love sharing and why we should pick you. We read a lot of resumes, so be creative!

Don't forget to indicate in your application which position(s) and focus area(s) you are applying for. This position will remain open until filled, but first round of interviews will be completed the week of March 4, 2024. Resumes, cover letters and three references can be either emailed in a word document or pdf to recreation@kentville.ca or dropped off at the Department of Parks and Recreation (354 Main Street). If you choose to drop off your application in person, leave your parents/caretakers in the car, it's YOU we want to meet!

Bonus: Please ensure that cover letters, resumes and references are merged into one document.

Successful candidates must provide proof of a cleared vulnerable persons check (depending on age of candidate) prior to start date.

The Kentville Parks and Recreation Department thanks you in advance for your interest in summer employment with the Town of Kentville. Only those applicants selected for the interview process will be contacted. For clarification on the application process or for more information please contact by email: recreation@kentville.ca or call (902) 679-2539.