



Parks & Recreation Summer Staff Positions 2023

Summer Recreation Manager

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!

Our commitment to equity, diversity, and inclusion:

The Town of Kentville recently adopted our first Accessibility Action Plan, 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.

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. Really passionate. Our department has an environment that offers support and encouragement: we want you to be successful at what you do! Accountability and fun are the foundations of our workplace culture.

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 (1) position:

Summer Recreation Manager (1 position available)

Reporting to the Director of Parks and Recreation and working very closely with the Kentville Parks and Recreation team, this position will oversee the daily operations of summer opportunities in Kentville. This includes youth programs, pool programs and services, community programs and events. The Summer Recreation Manager will supervise summer staff, manage registration and scheduling, and plan and assist with community events. This is your chance to make summer for the Kentville community the best one yet!

Working as part of a team you will also be asked to attend weekly department meetings and other meetings as required, attend professional development opportunities, and support the daily operations of the Parks and Recreation Department. This opportunity will provide you with a look behind the scenes of what it takes to work in the field of community recreation and be exposed

to the sector at the local, regional, and provincial levels. This position is right for you if you are hardworking, dedicated to positive impact, detail oriented, great with people, a team leader, and believe everyone has the right to play.

We are looking for someone who is:

- 👤 Enrolled in a recognized University or Community College in a recognized Recreation Management or Community Development program, with administration and programming experience (applicants with equivalent training & experience will also be considered);
- 👤 Enthusiastic, organized, and a motivated self-starter;
- 👤 A creative problem solver and able to adapt quickly;
- 👤 Proficient with word and excel;
- 👤 A passionate believer and implementer of inclusive practices;
- 👤 Willing to learn and be a part of a dynamic team;
- 👤 Aware of your own privilege and how you are using it to help others;
- 👤 Knowledgeable about the principles of community development and leisure education;
- 👤 Passionate about delivering thoughtful and impactful recreation programs;
- 👤 Willing to have fun and create playful opportunities;
- 👤 Flexible and available to work evenings and weekends as needed.
- 👤 Experienced working with and managing a team, and or being placed in a position of leadership.

This position will run from May 15th until August 30th. Pending budget approval compensation for this 15.5 week contract is \$20/hr based on approximately 35 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 to pull a team together towards a shared goal, 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) you are applying for. Applications will be accepted until 4:00pm on February 20th, 2023. 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 clear 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 Ashley Sheffield by email: recreation@kentville.ca or call (902) 679-2539.