



Parks & Recreation Summer Staff Positions 2024

Summer Recreation Manager (1 position available)

The Town of Kentville is a thriving community located in the heart of the Annapolis Valley, Nova Scotia. Well known for having an abundance of recreation offerings, residents and visitors have access to multiple different trail systems, nature reserves, an internationally ranked mountain bike park, multiple top-end sport fields and facilities, community events and celebrations, and award-winning programming. Kentville offers big city opportunities in a small-town atmosphere. To learn more about Kentville please visit www.kentville.ca

Our EDIA Commitment:

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. We do this by following our Respectful Workplace Policy, hosting regular education sessions for staff, and through the creation of an internal committee focused on moving forward with all recommendations outlined in the town's Accessibility Action Plan. 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. 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.

💡 **Fun...** This can't be stressed enough; the Parks and Recreation Department is built on equal parts hard work and fun. We make connecting and playing together a priority. And we celebrate birthdays because you need to be reminded of how important you are to us!

💡 **Location...** You will be working in the Town of Kentville, and luckily for you this is a great place to live, work and play (thanks in large part to the work that you will be doing!).

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:

Reporting to the Manager, Recreation Services and working very closely with the Kentville Parks and Recreation team, this position will plan and oversee the daily operations of summer opportunities in Kentville. This includes youth programs, pool programs and services, and community/partner organization 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 our team you will attend weekly department meetings and be asked to join 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 with strong creative problem-solving skills to adapt and pivot quickly in the moment;
- 👤 Proficient with Microsoft Software such as Word and Excel. Experience with program registration software (such as Univerus Rec) is an asset;
- 👤 Willing to learn and be a part of a dynamic team and experienced being placed in a position of leadership managing multiple teams working in different geographical locations.
- 👤 Aware of your own privilege and how you are using it to help others;
- 👤 Knowledgeable about the principles of community development and leisure education;
- 👤 A passionate believer and implementer of inclusive practices and about delivering thoughtful and impactful recreation programs;
- 👤 Willing to have fun and create playful opportunities which staff enjoy delivering and community enjoy participating in;
- 👤 Flexible and available to work evenings and weekends as needed.

This position will run from May 15th until August 30th. Pending budget approval compensation for this 16-week contract is \$20 per hour 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 12:00pm on February 23rd, 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 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 email: recreation@kentville.ca or call (902) 679-2539.