



## Kentville Parks and Recreation seeking Summer Recreation Coordinator

The Town of Kentville Parks and Recreation Department is dedicated to providing top quality recreation programming for Kentville and area residents and is looking for a **Summer Recreation Coordinator** to support all summer programs and events. If you are an energetic, self-motivated, and outgoing person who likes to work as part of a team, is interested in community building, has a passion for creating positive experiences, and a desire to learn and be mentored, then apply this summer to work with Kentville Parks and Recreation!

Reporting to the Director of Parks and Recreation, this position will oversee daily operations of summer programs including day camps, pool programs, community programs and events. The Summer Recreation Coordinator will supervise summer staff, manage registration and scheduling, assist with, and coordinate special events, 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 position requires travel within the Town of Kentville, having access to a vehicle or a bike would be considered an asset.

The ideal candidate will possess the following:

- ♀ Enrolled in a recognized University or Community College Recreation Management or Community Development program with administration and programming experience (applicants with equivalent training & experience will also be considered);
- ♀ Previous experience working at, or supervising, day camps will be considered an asset;
- ♀ Enthusiastic, organized, and a motivated self-starter.
- ♀ Be a creative problem solver;
- ♀ Proficient with word and excel;
- ♀ Have an awareness and understanding of the Shared Strategy for Advancing Recreation for the Province of Nova Scotia;
- ♀ Be a passionate believer and implementer of inclusive practices;
- ♀ A willing to learn and be a part of a dynamic team;
- ♀ Have a basic understanding of the principles of community development and leisure education;
- ♀ A willingness to have fun and create playful opportunities;
- ♀ Available and willing to work evenings and weekends as needed.

Details: This is a 15 week position beginning May 17<sup>th</sup> and ending August 31. 35-40h/week with a pay rate of \$15.00/h.

**To Apply:** Deadline for applications is **February 22<sup>nd</sup>, 2021 at 4:30pm**. Please include three (3) references with your application. Cover letters and resumes must be merged into one document and emailed to [recreation@kentville.ca](mailto:recreation@kentville.ca) with the subject heading Summer Recreation Coordinator Application.

Kentville Parks and Recreation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.



*The Parks and Recreation Department thanks all those who apply, however only those applicants selected for an interview will be contacted. For clarification on the application process or for more information please contact Ashley Alders at (902) 679-2539.*