



**Summer Recreation Manager**  
**PART-TIME: Seasonal & Weekly Hours**  
**NON-UNION WAGE BAND: \$20.00/hour**  
Approved: February 1, 2026

### **General Position Functions**

The Summer Recreation Manager is responsible for the planning, coordination, and day-to-day operation of Kentville's summer recreation opportunities. Working closely with the Parks and Recreation team, this role oversees outdoor day camps, youth programs, community programs, and special events. The position provides leadership to seasonal staff, ensures safe and inclusive programming, and supports the overall operations of the Parks and Recreation Department.

This role offers hands-on experience in community recreation and exposure to local, regional, and provincial recreation systems while contributing to a vibrant and engaging summer for the Kentville community.

### **Accountability**

The Summer Recreation Manager reports directly to the Manager of Recreation Services.

### **Specific Job Responsibilities**

#### **Program Planning & Delivery**

- Plan, coordinate, and oversee summer recreation programs including outdoor day camps, youth programs, community programs, and events
- Ensure programs are safe, inclusive, engaging, and aligned with departmental goals
- Assist with the planning and delivery of community events and special initiatives
- Monitor program quality and participant experience, making adjustments as needed

#### **Staff Leadership & Supervision**

- Onboard, train, schedule, and supervise seasonal summer staff
- Provide ongoing leadership, coaching, and performance feedback
- Foster a positive, respectful, and team-oriented work environment
- Ensure staff adhere to policies, procedures, and safety standards

#### **Operations & Administration**

- Manage program registration processes, schedules, attendance records, and reporting
- Support risk management practices, including incident reporting and emergency procedures
- Assist with inventory, equipment use, and facility coordination
- Support daily Parks and Recreation Department operations as required

### **Qualifications and Expectations**

#### **Required**

- Post-secondary education in Recreation, Kinesiology, Community Development, or a related field (or equivalent experience)
- Experience working in recreation, camps, youth programming, or community programs
- Demonstrated leadership and staff supervision experience

- Strong organizational, time-management, and problem-solving skills
- Excellent interpersonal and communication skills
- Ability to work flexible hours, including evenings and weekends as required

#### **Assets**

- Experience working in a municipal or public-sector recreation environment
- Knowledge of inclusive recreation principles
- First Aid and CPR certification (or willingness to obtain)

#### **Core Competencies**

- Team leadership and collaboration
- Attention to detail and organization
- Positive, people-focused approach
- Commitment to equity, inclusion, and the belief that everyone has the right to play
- Ability to manage multiple priorities in a fast-paced environment

#### **Working Conditions**

- Combination of office-based and outdoor work
- Physical activity required, including standing, walking, and light lifting
- Variable schedule based on program and event needs

#### **Work Schedule**

- May - August: 35 - 40 hours/week position, 15-week contract
- Evening and weekend work required based on operational needs

#### **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. Resumes, cover letters and three references can be either emailed in a word document or pdf to [recreation@kentville.ca](mailto:recreation@kentville.ca).

#### **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](mailto:recreation@kentville.ca).