



**Title:** Summer Sport & Event Coordinator

**Reports To:** Active Living Manager and/or Recreation Director

**Nature of Position:** Seasonal (12 weeks, 35-40 hours/week))

**Description:**

The Summer Sport & Event Coordinator is responsible for providing support and/or programming at community events, and planning and implementing specialty camps and special events.

**Responsibilities(but not limited to):**

- Plan, implement and evaluate specialty sport camps for children ages 6-15.
- Plan, implement and evaluate a teen leadership camp.
- Assist with the planning and implementing special events and/or community events.
- Assist with the planning and implementing of community fun runs; Scallop Fun Run, Lobster Bash Mud Dash and other community runs as they arise.
- Plan above activities, so programs and events are inclusive to all.
- Participate with children as well as encourage participation from all children.
- Ensure that safe, successful and professional programs are being implemented.
- Ensure that the program site is kept clean, organized, and free of litter.
- Supervise volunteers, staff and children at events.
- Transport equipment for events as required.
- Enforce safety rules and regulations.
- Seek potential sponsors and/or donations for special events.
- Plan and implement effective advertising, promotion, and marketing.
- To maintain accurate records including incident reports, logbook and daily attendance.
- Perform other related duties as assigned.

**Qualifications/Skill requirements:**

- Must enjoy working with all ages, especially children and youth, in an outdoor setting
- Possess strong interpersonal and leadership skills
- Positive attitude, enthusiasm, patience, and self-control
- Coordination, planning and organizational skills
- Basic computer skills
- Valid Nova Scotia Drivers License
- Current First Aid and CPR
- This position is funded by the Summer Student SKILLS Incentive program therefore applicants must be entering full time post-secondary studies in the fall following the summer work term.

**Work Conditions:**

- Occasional evening and weekends
- Working outside in a variety of weather conditions
- Lifting and transporting of heavy objects
- Standing for extended periods of time