

TOWNSHIP OF ZORRA POSITION DESCRIPTION

POSITION TITLE: Recreation Summer Student (Seasonal)

DEPARTMENT: Recreation

TITLE OF IMMEDIATE SUPERVISOR:

Reports to Recreation & Facilities Coordinator.

STATUS/HOURS OF WORK:

This position is non-union, part-time. Wage is \$15.00/hour. Scheduled hours will vary based on the needs of the camp and will primarily occur Monday to Fridays from 8am to 5pm from June 5th to September 1st. 40 hours per week. This position will be located at the Zorra Municipal Office and/or various locations within the Village of Thamesford and on additional outings as required.

PURPOSE OF POSITION:

The position is responsible for providing administrative assistance to the Recreation & Facilities Coordinator. Tasks will include assisting to execute a Summer Day Camp Program as well as general office duties.

RESPONSIBILITIES:

This position will:

- Work with Recreation Coordinator to prepare and execute a summer day camp for Township residents.
 - Includes preparing lesson plans, managing a budget, providing training research, supervising camp leaders, and managing a safe environment for camp participants.
 - Maintain mature, positive and responsible behaviour in all public encounters with leaders, participants and parents.
- Must be prepared to work flexible hours including evenings, weekends and statutory holidays as required, at various locations though out the Township.
- General office assistance – customer service, answer phone, accept payments, fill-in during holidays
- Data entry (basic to intermediate knowledge of spreadsheets)
- Various special projects within the Recreation Department as required.

QUALIFICATION REQUIREMENTS:

- Currently enrolled in a post-secondary education program and returning to school in September 2017
- Enrolled in Recreation or Sports, Child and Youth, Office Administration or related program.
- Team player with attention to detail, excellent communication and organization, problem solving and conflict resolution skills.
- Strong Computer Skills including working knowledge of Windows, MS Office, Adobe Acrobat
- Class "G" Drivers License with reliable transportation to various locations within the township.
- A strong work ethic and ability to maintain confidentiality
- Ability to apply good safe work practices
- Standard First Aid / CPR (or willing to obtain prior to start of camp.)
- Current vulnerable person's police reference check will be required upon hire.
- Knowledge and experience in the areas of children and youth program service delivery an asset.
- Demonstrates leadership, interpersonal, customer service and dynamic facilitation skills.

WORKING RELATIONSHIPS:

Internal:

With Recreation & Facilities Manager and Camp Leaders.

External:

With parents, campers, clients and general public.

UNIFORM REQUIREMENTS:

T-shirts will be provided and worn during all shifts.

APPLICATION PROCEDURE:

Please submit your cover letter and resume, as a single PDF file to:

Stephanie Starchuck
Recreation and Facilities Program Coordinator
Township of Zorra
sstarchuck@zorra.on.ca
274620 27th Line, PO Box 306
Ingersoll, ON, N5C 2K5

Application deadline: Friday, February 24th, 2017 at 12:00 noon.

Only successful candidates will be contacted for an interview.