

JOB POSTING

POSITION: Summer Recreation Assistant Coordinator, Temporary, Full-Time
(Until August 26, 2022)

DEPARTMENT: Recreation

RATE OF PAY: \$19.35 per hour (37.5 hours/week)
Less 10% during probationary period, plus 12% benefits in lieu

POSTING DATE: Thursday June 16, 2022

CLOSING DATE: Thursday June 30, 2022

JOB SUMMARY

Responsible for supporting the planning, implementation and delivery of Summer Special Events and Summer Day Camp Programs for the Recreation Department. The Summer Recreation Assistant Coordinator reports to the Recreation Programmer or designate.

Principle Responsibilities**Supports and assists with:**

- Planning and facilitating Summer Special Events including the monitoring and adhering to budget.
- Planning, implementing and overseeing summer programs and camps, while developing a summer program budget.
- Creating and managing timelines and benchmarks.
- Promoting community interest and participation in Summer Special Events and Summer Day camp Programs.
- Advertising – creating posters, online adverts, social media.
- Researching and developing potential new project and event ideas.
- Pursuing sponsorship and support from the community.
- Liaising with other organizations for event/program development, partnership and delivery.
- Developing marketing and advertising strategies for Summer Special Events and Summer Programs.
- Carrying out basic administrative work and customer service
- Evaluating and reporting on Summer Special Events and Summer Day Camp programs.
- Set up and break down of special event and program equipment
- Other related duties as required

Required Knowledge, Skills, and Abilities

- Physically fit and capable of carrying out designated responsibilities.
- Proficient computer/data entry skills, including Microsoft Office Applications, Internet publishing programs and data entry

Education, Work Experience, Required Qualifications

- Currently enrolled in University/College Program in Recreation or a related field.
- Valid BC Class 5 Driver's License; Class 4 an asset
- Level 1 First Aid
- Acceptable criminal records check
- Current driver's abstract
- Must meet grant requirements if applicable

Qualified applicants may to apply by sending your resume and cover letter including references to:

Samantha McCullough, Executive Assistant
District of Ucluelet
Box 999, 200 Main Street, Ucluelet, BC V0R 3A0
careers@ucluelet.ca 250 726 7744

The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted.