

Job Title: Summer Fun Program Coordinator

The Town of Allan is seeking a community minded and enthusiastic individual to lead a Summer Fun Program for youth ages 5-12. The Coordinator will have a Play Leader to assist with running program activities. Potential candidates should have previous experience working with children and knowledge in developing quality programming. Must be self-motivated and possess strong leadership qualities. ***Priority will be given to post-secondary students enrolled in a collage in which the study area focus is children, i.e. Education, Early Childhood, Kinesiology, etc.***

Position Reports to: Town of Allan Recreation Director

Anticipated Start/End Date: June 26th, 2017 – August 29th, 2017. The Summer Fun Program will run from Monday to Friday, having Fridays as an all age's special event day.

Location: Allan, Saskatchewan, located 30 minutes east of Saskatoon off Highway 16.

Wage: \$15/hr. Full time position at 35 hrs. /week.

Job Responsibilities

- Plan, coordinate and lead a variety of age appropriate activities involving sport, recreation & culture for children and youth
- Provide safe and supportive environment for children aged 5+
- Purchase and prepare nutritious snacks for participants
- Maintain accurate daily logs including attendance, program schedule and financial
- Be a positive role model for children and youth
- Work with volunteers as needed

Qualifications and Skill Requirements

- Must be at least 18 years of age and a post-secondary student enrolled in studies for recreation, sport or education and returning to school in the fall of 2017
- Up to date CPR/1st Aid and AED Training certificate and criminal record check
- Time management and organizational skills
- Strong verbal and written communication
- Problem solving skills

Requirements for Application

Qualified applicants can send a resume to the Town of Allan Recreation Director, Lindsay Nordmarken at townofallan@outlook.com or by mail to Town of Allan, Box 159, Allan, SK, S0K 0C0. If you require further information call the Town Office at 306-257-3272.

Deadline for application: May 15th, 2017. **Position may be filled prior to this date with a suitable candidate.**