



SUMMER RECREATION FACILITATOR

Summer Student Seasonal Position

**BRING YOUR POSITIVE ENERGY AND BE A PART OF
NOVA SCOTIA'S NEWEST REGIONAL MUNICIPALITY**

something inspiring awaits

West Hants Regional Municipality is a diverse collection of rural & urban communities conveniently located in equal proximity to Halifax, the Valley, and Truro; yet its own cultural blend that brings quality family living, diversity, fun & festivities, and service centres together. If you are enthusiastic and driven and want to be part of a fun, energetic and welcoming team; we're INSPIRED and ask you to keep reading!

We strive to be an inclusive and diverse workforce that is representative, at all job levels, and of the citizens we serve. We welcome applications from Indigenous, Inuit and Metis People, African Nova Scotian's, and other racially visible people, persons with disabilities, members of the 2SLGBTQQIPAA community, and femme-identifying people. If you are a member of one of the equity groups, you are encouraged to self-identify, either in your cover letter or resume.

If you are inspired by this work environment, you are encouraged to apply for our Summer Student **Summer Recreation Facilitator** position.

The **Summer Recreation Facilitator** is who makes our fun summer programming happen! This position supports our community development department by providing assistance to planning, promoting, and implementing a variety of physical activity programs and community socialization activities, as well as coordinating the free equipment loan program.

What we're looking for:

- Experience in organizing activities and events.
- Minimum of 1-year experience within the recreation setting.
- Previous experience in program planning and implementation.
- Previous experience working as a team and coordinating with other staff/volunteers.
- Exceptional communication skills; written and verbal, including on camera
- Conflict resolution and customer service skills.
- Emergency First Aid, WHMIS, Food Handling, and High Five Training or willingness to obtain.
- Drivers abstract, and ability to drive truck and trailer, or a willingness to be trained.

A copy of the job description can be found by clicking on the following link:

<https://www.westhants.ca/news/employment-committee-opportunities/>

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume with cover letter, merged into one PDF document with “**Summer Recreation Facilitator**” in the email subject line no later than **March 22, 2026** to the attention of the **Active Living Coordinator** at beinspiring@westhants.ca.



WEST HANTS REGIONAL MUNICIPALITY

JOB DESCRIPTION Summer Recreation Facilitator

Position Title: Summer Recreation Facilitator

Department/Division: Community Development Department

Reports To: Active Living Coordinator

Wages: \$17.55 per hour - Pending budget approval

Tentative start date: May 25, 2026 – August 31, 2026

Shift details: 35-40 hours per week. Shifts may include early daytime, evenings, and weekends as programs and special events require.

Classification: Summer student position

Work Location: Although the primary work location is in Windsor, there will be recreation programs offered throughout various West Hants locations.

Revision Date: December 2025

POSITION SUMMARY

The Summer Recreation Facilitator supports our Community Development Department by incorporating creative, engaging, and energizing activities and Community Events into the summer season throughout West Hants Regional Municipality.

JOB DUTIES AND RESPONSIBILITIES

- In a team, assist the Active Living Coordinator with the planning, organizing, communication, and implementation of high quality and inclusive programming, with a major focus on physical activity.
- Assist with the implementation of the free equipment loan program including meeting with community members, training individuals on equipment use, educating users on safety protocols, and coordinating pick-up and returns through the equipment loan website.
- Maintain a high standard of customer service with the public/parents/guardians with effective and direct communication.
- Administer the Inspiring Business Program by visiting businesses and creating positive communications for social media promotion.
- Promote all active living opportunities in an engaging, positive and creative approach, while staying within brand standards.
- Work in, and around summer daycamp programming, a minimum of once/week.
- Work Flexible hours (ie: weekends and evenings) as required.

- Coordinate and deliver high quality special events such as Community Socials and Try-It events.
- Work alongside and in collaboration with the Active Living Coordinator and all summer staff in the Community Development Department.
- Work as part of a team to ensure an engaging, safe, welcoming, and inclusive environment for staff, contractors, and participants.
- Evaluate and assess the activities offered for continuous program improvement and staff leadership development.
- Ensure safety of participants by enforcing safety rules by inspecting & cleaning equipment, facilities, materials, etc.
- Prepare reports and evaluations in accordance with established Policies and Procedures.
- Other duties as assigned.

JOB REQUIREMENTS

Qualifications:

- Secondary or post-secondary education (Completed or in-progress)
- Experience in organizing activities and events.
- Minimum of 1-year experience within the recreation setting.
- Previous experience in program planning and implementation.
- Previous experience working as a team and coordinating with other staff/volunteers.
- Exceptional communication skills; written and verbal, including on camera
- Conflict resolution and customer service skills.
- Emergency First Aid, WHMIS, Food Handling, and High Five Training or willingness to obtain.
- Drivers abstract, and ability to drive truck and trailer, or a willingness to be trained.
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Knowledge:

- Knowledge of planning a wide array of recreation programs/activities.
- Knowledge of planning events, coordinating event logistics, problem solving and the ability to pivot any plan during challenges.
- Knowledge of interests and abilities of children 5-11 years of age
- Knowledge of healthy child development
- Knowledge of risk management
- Knowledge of sport & recreation equipment and how to train the public on equipment use, and ensuring equipment is safe.
- Knowledge of Trauma Informed Care principals

Ability:

- To effectively plan, implement, and evaluate programs and events.

- To effectively follow policies and procedures
- To effectively communicate orally and in writing
- To adapt programming and provide inclusive opportunities
- To provide quality customer service