

MUNICIPALITY OF THE DISTRICT OF WEST HANTS
PARKS & RECREATION DEPARTMENT
RECREATION INTERN
JOB DESCRIPTION

1. Participate in as many facets of recreation as is possible, to gain insight into the student's field of study.
2. Coordinate the leadership training week for the summer camp staff and maintenance personnel.
3. Assist the with the supervision, and evaluation of staff and programs.
4. Prepare promotional material for local media.
5. Assist with the organization & implementation of community special events and programs when required.
6. Co-ordinate special activities for seniors. (ie. bus trips, teas etc.)
7. Assist community groups in the development and or expansion of recreation programs and community projects.
8. Organize and implement the Mini Soccer Program for 3 & 4 year olds.
9. Maintain a positive rapport with the residents of West Hants.
10. Carry out office procedures. (ie. filing, photocopying)
11. To participate in training sessions as directed by the Director of Recreation & Parks. (ie. Emergency First Aid, CPR. Fire Extinguisher Training, WHMIS etc.)
12. To prepare materials to be distributed and displayed at local community events, as required.
13. Assist with the Hants Senior Games.
14. To supervise, evaluate, mentor and screen summer staff and volunteers, as well as the summer programs and events.
15. To coordinate and attend weekly summer staff meetings and to ensure that any problems with summer staff are dealt with in a timely and efficient manner.
16. To coordinate the purchase of program supplies and look after the revenue and expenses for the programs that run during the summer months.
17. Prepare a final program evaluation report to be presented to the Director of Parks & Recreation.
18. Any other duties as assigned by the Active Communities Programmer, the Director of Parks & Recreation.

Qualification Requirements

Must have/be:

*can be obtained during training week

- Excellent organization and communication skills
- Experience working with the public
- Emergency First Aid and CPR*
- Fire Extinguisher Training *
- High Five Training *
- VRCDA Camp Scenario Training*

Staff Supervision: The Recreation Intern will be directly supervised by the Active Communities Programmer and the Parks & Recreation Director when necessary.

Health & Safety: The Municipality of West Hants has an Occupational Health & Safety Program which employees are to follow. Summer staff that are not certified in Emergency First Aid, WHMIS and the proper use of a fire extinguisher will be trained.

Equal Opportunity:

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, political affiliation, disability or any other merit factor.