



TOWN OF BLACKFALDS **COMMUNITY SERVICES DEPARTMENT**

Summer Program Coordinator

Wage: \$18.88/ hour May 5th – August 24th, 2010

RESPONSIBILITIES:

Working under the guidance of the FCSS Coordinator and the Recreation and Marketing Coordinator, the Summer Program Coordinator will be responsible for the planning and implementation of Camp Curious and as well will assist with programs and special events as outlined.

Camp Curious

- The Summer Program Coordinator is responsible for the implementation, supervision, promotion & evaluation of Camp Curious (Ages 5-10) Summer Day Camp Program for the Town of Blackfalds Community Services Department.
- The Summer Program Coordinator will take the lead role in the initial planning stages of Camp Curious with all summer camp positions working together throughout the summer continuing in the planning stages.
- Provide opportunities for Camp Curious participants to participate in a variety of recreational, cultural and educational programs.
- Coordination of all additional program staff and volunteers.
- Creation and distribution of the 2010 Camp Curious promotional brochure and additional advertising.
- To ensure the safety of participants at all times.
- Direct program responsibilities where required, supervise and work in conjunction with the Day Camp Leaders (2 positions).
- Prepare individual operating budgets for the programs that are offered, to ensure effective budget control of these programs.
- Prepare weekly reports of programs conducted for review.
- Prepare final report at the end of the summer giving a detailed overview of the summer.
- Assume additional responsibilities as specified.

Community Garage Sale

- Assists in the planning, promotion and implementation of the Community Garage Sale event.

Blackfalds Days

- Assists in the planning, promotion and implementation of Blackfalds Days 2010. Works the weekend of June 4th, 5th, and 6th – Blackfalds Days.

Adult Co-ed Slo-Pitch League

- Time permitting, will assist the Recreation & Marketing Coordinator with the Adult Co-ed Slo-Pitch League and the Western Canadian Slo-Pitch Challenge.

Preferred Qualifications

- College / University student currently enrolled in one of the following Post Secondary Programs:
 - Recreation Administration / Management
 - Early Childhood Development
 - Physical Education
 - Education

- Strong organizational skills.
- First Aid and CPR certified.
- Ability to relate well with children between the ages of 5 – 10 years.
- Strong communication skills.
- Ability to work irregular hours as required.
- Efficient computer skills and knowledge.
- Valid driver's license and transportation.

A criminal record check and child welfare check will be mandatory.

Application Deadline

March 31st, 2010

(Only short listed candidates will be contacted. All applicants are thanked in advance for applying.)

Application Address

Town of Blackfalds (Community Services Department)
Attention: Andrea Kletzel
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