



Job Description

Identification

Department: **Yarmouth Recreation**
Position: **Summer Program and Special Events Coordinator**
Supervisor: Community Recreation Coordinator
Hours of Work: Normal Hours of work are from Monday to Friday, 8:30 am to 4:30 pm, or as required.

Scope

Under the direct supervision of the Community Recreation Coordinator, the Summer P& SE Coordinator will be responsible to over see the successful implementation of the Department's summer programs and special events. This is done through careful and creative planning and promotion allowing for a fun and safe experience for all participants.

Desired Qualities/Qualifications

High School completion, and enrolled in post secondary education. Previous experience working with children is an asset. Previous experience with programs and special event planning is an asset. A team player, who is willing to work with others, including other staff members, and the general public. The Coordinator will need a friendly, trustworthy, and honest personality. First/Aid CPR level C is desired, or a willingness to obtain.

Duties

Responsibilities include, but are not limited to the following:

Programming

- to identify and confirm all resources required for the program; finances, transportation, equipment, supplies, facilities, leaders, entertainers, and so on.
- to attend all programs and special events, as designated, taking the lead role on that day
- ensure that all activities are carried out
- to purchase equipment and supplies as necessary
- to evaluate the program, through the departmental evaluation process
- to ensure the safety of all activities and that the first aid kit is ready and available at all times
- to follow safety guidelines and procedures
- to report all problems, concerns, criticisms, and compliments to the Community Recreation Coordinator

Administrative

- to adhere to the programs budget
- to attend staff meetings
- to follow policies and procedures set forth by the department
- to ensure all forms are completed and payments received
- to maintain up to date records/files for the program and participants

Public Relations/Promotions

- to promote the program through radio, tv, newspapers, posters, brochures and school visitations
- to interact with participants on a regular basis, and ensure others are doing so, as well

Supervisory

- to recruit volunteers, guest speakers, entertainers etc.
- to develop staff schedules for those helping with the event
- to act as a resource for others involved with the program or event

The Summer Program and Special Events Coordinator will be responsible to perform all duties as listed and other duties as requested by the Community Recreation Coordinator and/or Director of Recreation.