



**Town of Quispamsis
Community Services Department
P.O. Box 21085
Quispamsis, N.B.
E2E 4Z4**

2010 JOB DESCRIPTION

POSITION: Summer Community Activities Coordinator (1)

The Community Activities Coordinator will exercise professional judgement and will be responsible for coordinating summer special events for the Town. This employee will report directly to the Program Director.

DUTIES:

- ◆ Will be exercise professional judgement and responsibility for the daily supervision of summer special events and activities. This involves assuring that all are of high quality and that the various aspects of quality programming are adhered to including planning, organization, safety, evaluations and promotion.
- ◆ Will be responsible for preparation of an end of season report including suggestions for future improvements.
- ◆ Will assist in the co-ordination of the following community activities, but not limited to: town-wide yard sale, Canada Day celebrations, Arts & Culture Park special events, and the beach volleyball league. Will also create and deliver new events which will provide opportunities for residents to enjoy celebrating summer.
- ◆ Will treat first aid cases in accordance with qualifications, but shall refer all major treatments to the proper medical authorities. Will report all incidents and accidents to the Program Director immediately. Will follow up on these reports with parents and/or children involved.
- ◆ Will be supervised daily by the Program Director. Two performance and program appraisals will be conducted throughout the summer. Will recommend action and carry out policies and objectives of the Community Services Department.
- ◆ Will be responsible for assisting with the ordering and purchasing of supplies.
- ◆ Flexible schedule with evening and weekend work required.

QUALIFICATIONS:

- ◆ Preference will be given to residents of Quispamsis who are university or college students with a major in physical education/kinesiology. Previous work and/or volunteer experience with special events is required.
- ◆ Must have current CPR/First Aid certification, or be willing to obtain before employment commences.
- ◆ Should have a valid driver's licence and reliable vehicle. Will be reimbursed for mileage accumulated during the work day.
- ◆ Must be personable, enthusiastic, motivated, outgoing, and have strong leadership qualities.

BENEFITS:

- ◆ This position will provide the student with valuable skills in the areas of leadership, communications and public relations. He/She will learn to be effective and responsible.