



## Summer Student Activities & Active Transportation Coordinator Community Services Department

### ATTENTION STUDENTS

If you are a highly energetic post-secondary student with creativity, initiative and drive and are looking for a full-time summer job, this could be your opportunity. The Activities & Active Transportation Coordinate Student is responsible for promoting safe active living and community events within the Town of Quispamsis.

Some of the duties include:

- Advocating and promoting the Town's active transportation system
- Designing and delivering educational presentations for school aged youth
- Coordinating, planning and leading events that support healthy living and active transportation
- Daily supervision of summer events and activities
- Assist in coordinating events such as Canada Day Celebrations, NB Day, Community Fall Expo and Arts & Culture Park special events
- Responsible for ordering, maintaining supplies and data collection
- Submission of end of season report to the Director of Programming including a summary review as well as recommendations for improvements or ideas for new activities
- Collaborating with community partners to offer the public a wide array of family events
- Assist with the development standard operating procedures

To qualify, you must:

- Currently be a post-secondary student
- Be enrolled in a post-secondary program for Fall 2025
- Have knowledge of Microsoft office, online meeting platforms such as Zoom and Microsoft Teams, CANVA, Eventbrite, Facebook and Instagram
- Can multitask, multiple deadlines and problem solve
- Be comfortable speaking in front of large groups
- Have excellent customer service and interpersonal skills
- Be available to work evenings, weekend and holidays, when necessary
- Have demonstrated teamwork abilities
- Have the ability to lift up to 50lbs.
- Possess a current NB Driver's Abstract meeting Town's expectations

This position is scheduled to begin May 6<sup>th</sup>, 2025, continue through until the end of August.

The deadline for applications is March 9<sup>th</sup>, 2025.

[Click here](#) to apply

\*The Town of Quispamsis reserves the right to require criminal record checks upon hiring.