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## Summer Job Opportunity

**Position Title:** Children's Summer Program Coordinator

**Location:** Unit 2, 810 Saddleback Rd. Edmonton

**Closing Date:** May 7, 2024

**Dates of Employment:** May 21, 2024 to August 20, 2024

**Salary:** \$21.00 per hour

**Total Contract Hours:** 385.5

### Responsibilities:

- Develop, organize and deliver high quality content to participants of the Children's Summer Program (Ages 6-10)
- Prepare culturally sensitive activities and programming based on children's demographic (BIPOC and newcomer/immigrant)
- Complete planning of program activities in May and June
- Work cooperatively with other staff and volunteers to deliver plans effectively and efficiently
- Recruit, provide orientation, supervise, and support volunteers
- Supervise and lead large groups of children (approximately 20)
- Assist and support guest educators and help to facilitate activities as requested
- Assist parents and guardians with the intake and registration of program participants
- Deliver first aid to children if necessary
- Organize and purchase materials and supplies
- Create and maintain a safe, positive, and fun environment for children and volunteers
- Manage budget
- Record children and volunteer information using a database
- Prepare final, end of summer report
- Act according to the guidance and direction of the Executive Director and Youth Program Supervisor

### Qualifications:

- Post-secondary student in Education, Physical Education and Recreation, Early Childhood Development, or equivalent of experience and education
- At least one year of experience planning and delivering recreation programs to children
- Good coordinating, communicating and interpersonal skills
- Be creative and flexible
- Fluency in English. Ability to communicate in Mandarin or Cantonese is an asset but not required.
- Demonstrate strong leadership abilities
- Ability to work independently with minimal supervision
- Possess current first aid certificate



# ASSIST Community Services Centre

- Successful applicants must undergo security and child welfare check
- Access to a vehicle will be required on some days

**Other Information:**

Hours of work:

**May 21 to June 28, 2024:** Monday to Friday from 1:00 pm to 5:00 pm (20 hours/week)

**July 2 to July 5, 2024 and August 19 to 20, 2024:** 8:30am to 5:00 pm (40 hours/week)

**July 8 to August 16, 2024:** Monday to Friday 8:45 am to 4:15 pm (37.5 hours/week)

ASSIST offers flexibility and a supportive working environment.

Police Information Check including vulnerable sector search and Intervention Record Check are conditions of employment.

Please submit resume and cover letter to [flora.chan@assistcsc.org](mailto:flora.chan@assistcsc.org) when applying. Job position description is available for viewing at [www.assistcsc.org](http://www.assistcsc.org) . We thank all applicants for their interest, however, only candidates invited for an interview will be contacted. No phone calls please.