



Summer Job Opportunity

Position Title: Children's Summer Program Coordinator

Location: Unit 2, 810 Saddleback Rd. Edmonton

Closing Date: May 9, 2025

Dates of Employment: May 20, 2025 to August 19, 2025

Salary: \$21.00 per hour

Total Contract Hours: 388

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
- Supervise, lead, and work collaboratively with program staff to deliver program activities
- 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, arts, sciences, 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
- Demonstrate strong leadership abilities
- Ability to work independently with minimal supervision
- Possess current first aid certificate
- Successful applicants must undergo security and child welfare check
- Access to a vehicle will be required on some days



ASSIST Community Services Centre

Other Information:

Hours of work:

May 20 to July 4, 2025: Monday to Friday from 1:00 pm to 5:00 pm (20 hours/week)

July 7 to August 19, 2025: Monday to Friday 8:30 am to 4:30 pm or 9:00 am to 5:00 pm (40 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 when applying. Job position description is available for viewing at www.assistcsc.org . We thank all applicants for their interest, however, only candidates invited for an interview will be contacted. No phone calls please.