



Summer Job Opportunity

Position Title: Children's Summer Program Leader

Location: Unit 2, 810 Saddleback Rd. Edmonton

Dates of Employment: June 8 to July 10, 2026 and July 20 to August 25, 2026

Salary: \$19.00 per hour

Total Contract Hours: 362 hours

Closing Date: May 23, 2026

Responsibilities:

- Assist and work collaboratively with the Children's Summer Program Coordinator to develop, organize, and deliver six weeks of high-quality content to participants (ages 6-10) in July and August
- Prepare culturally sensitive activities and programming based on children's demographic (BIPOC and newcomer/immigrant)
- Complete planning of program activities in June
- Train, supervise, and support volunteers
- Preparation of the classroom and materials prior to the start of camp
- Supervise and lead large groups of children (approximately 20)
- Support guest educators and help to facilitate activities as requested
- Deliver first aid to children if necessary
- Organize and purchase materials and supplies
- Create and maintain a safe, positive, inclusive and fun environment for children and volunteers
- Assist with the creation of final, end of summer report
- Act according to the guidance and direction of the Youth Program Supervisor and Children's Summer Program Coordinator

Qualifications:

- Post-secondary student in Education, Physical Education and Recreation, Early Childhood Development, arts, sciences, or equivalent of experience and education
- Experience planning and delivering recreation programs to children
- Good coordinating, communicating and interpersonal skills
- Must enjoy sports and other athletic activities
- Be an excellent role model
- Be creative and flexible
- Enthusiastic, outgoing and friendly
- Fluency in English
- Demonstrate strong leadership abilities
- Ability to work independently with minimal supervision



ASSIST Community Services Centre

- Possess current first aid certificate
- Successful applicants must undergo police and intervention check

Other Information:

Hours of work:

June 8 to July 3, 2026: Monday to Friday from 10:00 am to 4:30 pm (30 hours/week)

July 6 to July 10, 2026: Monday to Friday 8:30 am to 4:30 pm or 9:00 am to 5:00 pm (40 hours/week)

July 13 to August 25, 2026: 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.