



Summer Job Opportunity

Position Title: Children's Summer Program Coordinator

Location: Unit 2, 810 Saddleback Rd. Edmonton

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

Salary: \$21.00 per hour

Total Contract Hours: 362

Closing Date: May 23, 2026

Responsibilities:

- Oversee the Children's Summer Program and work collaboratively with the Children's Summer Program Leader to develop and organize high quality content to participants (Ages 6-10)
- Complete planning of program activities June
- Supervise, lead, and work in a team with staff and volunteers to deliver program activities
- Recruit, interview, provide orientation, train, supervise, and support volunteers
- 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
- Create and maintain a safe, positive, inclusive and fun environment for children and volunteers
- Assist parents and guardians with registration of program participants
- Keep accurate records of registration information, including fees paid
- Manage budget
- Record children and volunteer information in database
- Organize and purchase materials and supplies
- 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, communication and interpersonal skills
- Must enjoy sports and other athletic activities
- Be an excellent role model
- Be creative and flexible
- Enthusiastic, outgoing and friendly



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- Fluency in English
- Demonstrate strong leadership abilities
- Ability to work independently with minimal supervision
- Possess current first aid certificate
- Successful applicants must undergo police and intervention check
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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.