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| Position Title: | Summer Recreation Programmer | Competition No: | 2023-14 Repost |
| Department: | Culture, Recreation and Green Transportation | Close Date: | May 8 th , 2023 |

Position Details:

Position Duration: May 1 to September 17, 2023

Remuneration: Up to \$17.87 per hour

Hours of Work: Up to 35 hours per week

Employment Type: Casual

About Us:

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests.

The Opportunity:

The City of Selkirk is currently in search of **Summer Recreation Programmer** to join our team for the summer months. Under the direction of the Program Coordinator, the incumbent will aid in the planning, preparation and delivery of recreation and leisure programs, projects and activities sponsored or supported by the Culture, Recreation and Green Transportation Department.

Job Duties:

1. Administrative

- Complete reports and maintain records on all activities as required.
- Submit time sheets as required.
- Complete a written evaluation reports and final inventory at the end of the programs.
- Respects the rights of confidentiality and privacy in all matters affecting or involving the program and/or service.
- Responsible for the registration of program participants.

2. Recreation Programs

- Assist with the planning and delivery of recreation and leisure programs and activities, including but no limited to outdoor programs, equipment lending program, play zone, and more.
- Assist in the training and orientation of youth volunteer leaders and youth leadership program.
- Ensure all supplies are in place as necessary.
- Ensure that the facilities, equipment, and supplies used for programs are maintained in good condition and properly stored.
- Perform other duties as assigned.

Qualifications and Minimum Requirements:

Minimum Requirements shall include:

- Strong people skills; friendly, cooperative, energetic, responsible.
- Effective customer service and teamwork skills.
- Ability to communicate respectfully, with tact and diplomacy. This includes the ability to understand and deliver written and verbal instructions.
- Physically capable of participating in activities such as hiking, running, swimming and physical games.
- The ability to work indoors and outdoors in a variety of temperatures and weather conditions.
- Ability to attend work regularly, punctually and work a variety of hours, including evenings and weekends.
- Minimum Grade Twelve (12); post-secondary preferred.
- Experience handling floats, balancing, and preparing and reconciling cash deposits.
- Demonstrated organizational and teamwork skills.
- Ability to prioritize and handle multiple tasks at once.
- Computer and administrative skills.
- Ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts.
- Demonstrated competency in safe work practices, knowledge and understanding of occupational hazards, safety precautions, regulations and procedures that are applicable to the area of work.
- Photography skills an asset.
- Clear current Child Abuse Registry Check
- Clear current Criminal Reference Check

Apply:

Visit our website <https://www.myselkirk.ca/> to apply online via our [Career Connector](#) website. Applicants will need to create a profile and submit an application for consideration.

Comments:

This is a casual position excluded from the Collective Agreement and is open to all applicants. This position may involve evening and weekend shifts. Applications will be accepted until **4:00 p.m. on May 8th, 2023.**

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the [City's Human Resources Division](#).

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

NOTE: Employees will be required to adhere to the City's Vaccination Policy.