



Position Description

Position Title: Summer Program Student

Supervisor: Recreation Supervisor

Employee Group: Non-Union

Position Summary

- Under the direction of the Recreation Supervisor and the Summer Program Supervisor, the Summer Program Student assists with the planning, coordination, and delivery of recreation, arts, aquatics, and/or sports programs for preschoolers, children, and youth throughout the summer months. This role involves implementing activities, supervising participants and supporting staff.
- Programs may take place indoors, outdoors, or across multiple locations. The Summer Program Student plays a key role in creating a safe, inclusive, and enjoyable camp experience for all participants.

Direction Received

- Reports to the Recreation Supervisor

Direction of Others

- Not applicable

Revenue, Asset and Expenditure Scope

- Not applicable

General Responsibilities

- Assist in the coordination and delivery of summer recreation programs
- Implement daily program activities and special events
- Supervise program participants in a variety of environments, including aquatic settings

- Support and assist with staff supervision and leadership
- Ensure participant safety and wellbeing at all times
- Assume Program Coordinator responsibilities when required
- Maintain a positive, inclusive, and engaging environment
- Follow all health and safety legislation, policies, and procedures

Competencies, Skills, and Abilities

- Ability to relate well to children and act as a positive role model
- Tactful, kind, patient, and respectful
- Calm under pressure with sound judgment in challenging situations
- Creative, resourceful, flexible, and enthusiastic
- Reliable, trustworthy, and professional
- Strong written and verbal communication skills
- Excellent interpersonal, leadership, and teamwork skills
- Ability to follow verbal and written instructions
- Capable of working independently or as part of a team
- Strong organizational and time-management skills
- Physically fit and able to participate in recreation activities
- Capable of safe lifting techniques
- Prepared with proper attire and suitable footwear for program activities

Education and Qualifications:

- Minimum age of 16 years (required)
- High school student still attending school
- Must be returning to school in the fall
- Previous experience in recreation programming (required)
- Relevant coaching, aquatics, or recreation programs is required.

Working Conditions

- Incumbent works both indoors and outdoors and may be exposed to inclement weather on occasion
- Variable shifts including days, evenings, and occasional weekends
- Physically active role involving standing, walking, and lifting equipment

Conditions of Employment

- The incumbent is required to provide a satisfactory Criminal Background and Vulnerable Sector Check