

Job Posting

Edmonton

Summer Program Assistant - Recreation Technician II Job Number: 48925

Come join the City of Edmonton and make a difference in the lives of children! We are seeking highly motivated staff to help run and supervise our Green Shack, Summer Day camps and Leaders in Training (LIT). Now is your chance to put your leadership skills to good use, providing support and guidance to our programs, staff and volunteers!

Key responsibilities of the position include:

- Assist with the Recruitment, interviews, and hire staff and LITs
- Develop and implement programs and training for frontline staff and LITs and train how to execute it
- Schedule, supervise mentor and evaluate staff and LITs
- Provide excellent customer service and respond to incoming queries
- Provide ongoing support, leadership and resources to program staff and LITs
- Monitor supplies and equipment
- Ensure overall participant and program safety
- Assist with preparing advertising/marketing materials
- Provide assistance in the development of new programs
- Assist with administrative tasks related to the overall operation of the Outdoor Adventure programs(schedules, timesheets, program reports, evaluations, statistics, etc)
- Assist with other related duties as required

Qualifications:

- Completion of 1st year in a recognized Recreation Administration or related diploma or degree program
- Minimum of one (1) year directly related experience in leading recreational, cultural or related educational programs
- Experience training, evaluating and supervising staff
- Computer proficiency including experience with Google Suite (Gmail, Docs, Sheets)
- Highly developed and demonstrable verbal and written communication skills
- Highly developed administrative and organizational skills
- Excellent interpersonal, team, and customer service skills
- Demonstrable knowledge of best practices for inclusive recreation programming
- Ability to work independently and manage time appropriately to meet section goals
- Ability to work outdoors under various weather and environmental conditions
- Current Standard First Aid and CPR (level C) or equivalent is required prior to commencing employment
- Applicants will be required to have their own vehicle, and, where appropriate, will be reimbursed in accordance with City of Edmonton policy. This will require the applicant to obtain business use auto insurance Green Shack, Leaders in Training and the Recreation Centre Day camp positions will begin May 15th - up to August 31st , 2023. Successful candidates must be able to attend staff training
- The River Valley Day Camp position will begin April 24 up to August 31, 2023
- Hire is dependent upon a Police Information Check including Vulnerable Sector check satisfactory to the City of Edmonton
- Demonstrate alignment with the Cultural Commitments of Safe, Helpful, Accountable, Integrated and Excellent, fostering an environment for others to do the same. For more information on the City's Cultural Commitments, please visit edmonton.ca/our-culture
- Demonstrate the foundational competencies, key behaviours and attributes of the City's six leadership competencies: Courage, Inclusivity, Values-Based Influencer, Collaborative Networker, Systems Thinker and Creative Innovator. For more information on the City's leadership competencies, please visit edmonton.ca/our-culture
- Applicants may be tested

Assets:

- Skills and/or certifications in the areas of sports, drama and/or arts
- Experience working with individuals with inclusion needs
- Experience working with volunteers

The City of Edmonton is committed to inclusive, respectful and equitable workplaces that represent the communities we serve. We continuously improve our systems, policies and practices to remove barriers and ensure our employees, in all their diversity, can succeed. We value applicants with a diverse range of skills, experiences and competencies, and encourage you to apply. To learn more, see the Art of Inclusion: Our Diversity and Inclusion Framework here: <https://bit.ly/3hd2d95>.

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact Employment@edmonton.ca

Successful candidates may be eligible for recall for the 2025 season

Up to 26 temporary full-time positions for an expected duration of up to 4 months

Hours of Work: 40 hours per week. *Some evening and weekend work is required.*

The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance.

Salary: \$20.594 - \$25.448 (Hourly)

Talent Acquisition Consultant: AS/SG

Classification Title: Recreation Technician II-8hrs

Posting Date: Feb 7, 2024

Closing Date: Feb 21, 2024 11:59:00 PM (MST)

Number of Openings (up to): 26 - Temporary Full-time

Union : CSU 52

Department: Community Recreation and Culture

Work Location(s): Various Locations Edmonton (City Wide)

Visit www.edmonton.ca/careers for information on how to apply