



EMPLOYMENT OPPORTUNITY

2024 SUMMER

RECREATION TECHNICIAN LEAD

Positions for YOUTH

The RM of East St Paul, with the support of government grants targeted to youth, is recruiting for a summer Recreation Technician - LEAD position to work from June through to August/early September.

ALL OPEN POSITIONS ARE DEPENDENT UPON FUNDING

Job Type: Summer (June – August/early September)

Hours/Days of Work – 40 hours/week. Generally Monday – Friday with the requirement to also work a rotating schedule which includes Sundays.

Work Location – 266 Hoddinott Road

Opening Date: February 13, 2024

Closing Date: Until Filled

Salary: \$18.50/hour (as defined by the Collective Agreement)

Candidates MUST:

- Be between the ages of 18 years – 29 years (as per Grant Funding Requirements)
- Possess a valid class 5 driver's license
- have a valid Social Insurance Number and be eligible to work in Canada
- be able to attend work regularly, punctually
- be available to work a variety of hours, which may include daytime, evenings and weekends
- provide a resume
- provide a satisfactory Criminal Record Check and Child Abuse Registry Check

NOTE - The R.M of East St. Paul promotes equal employment opportunities for all job applicants and encourages applications from students who self-identify as a member of one, or more of the following groups; individuals new to the job market youth, at-risk youth, LGBTQ2 youth, New Canadian youth, language minority youth, Indigenous youth, Visible Minority youth and/or women in Science/Engineering/Technology/Math (STEM).

Summary

The Recreation Technician Lead- working under the supervision and direction of the Recreation Coordinator - will be responsible for the planning, organizing, implementation and supervision of all aspects of the East St. Paul Summer Camp Program. The ideal candidate will take initiative to strengthen our program, have strong behavioral management skills, and have a great love for young children.

Duties

- Lead, train and supervise employees and/or volunteers.
- Plan, develop and deliver camp programs and activities.
- Care for, supervise and engage children enrolled in the camp program.
- Build positive relationships and provide ongoing communication/leadership with campers, families, staff and volunteers.

- Provide daily support & leadership to all Recreation Technicians and ensure duties are being executed as required.
- Maintain a safe, clean environment for the children enrolled in the program.
- Use appropriate behavior management strategies to support and promote the social, emotional, physical and cognitive developmental needs of children.
- Assist with administration duties during the program, including but not limited to: updating the camp registration lists, record keeping & reporting, collecting payments, communicating with parents/guardians and handling any issues that arise.
- Assist in managing the supply inventory before, during and at the end of the program.
- Know, observe, implement and respect all RM and Camp Policies.
- Respect the rights of confidentiality and privacy in all matters affecting or involving the program and/or service.
- Perform other duties and supervise special events as assigned.

Specifications/Qualifications

- Grade 12 education, with post-secondary education related to education/childcare/child development considered an asset.
- Experience/skills specific to Children's Recreation (i.e. experience with arts/crafts, sports/games, group recreation, special activities, behavioral management, etc.)
- Have experience working with and dealing with children of all ages
- Patience, confidence and strong communication and organizational skills.
- Be flexible in terms of the hours available to cover required shifts
- Hold current Emergency First Aid and CPR Certifications (or willing to obtain)
- Hold a clear Criminal Record Check and Child Abuse Registry Check

Responsibilities

- The incumbent shall ensure that their duties are carried out in an effective, efficient, and safe manner in relation to themselves and fellow employees.
- The incumbent shall be required, on occasion, to work on their own with minimal supervision.

HOW TO APPLY

Submit resume to:

- By email to: carli.maxim@eaststpaul.com
- By mail: marked **APPLICATION – SUMMER EMPLOYMENT RECREATION TECHNICIAN LEAD POSITION**
Attention Carli, RM of East St. Paul, Unit 1 - 3021 Bird's Hill Road, East St. Paul, MB R2E 1A7

The RM of East St. Paul reserves the right to fill all or a select portion of the positions described within this posting dependent upon funding.

The RM of East St. Paul thanks all candidates for their interest in these positions. Only those individuals considered for an interview will be contacted.