

TOWN OF OROMOCTO - RECREATION AND TOURISM 2018 SUMMER STUDENT CASUAL EMPLOYMENT

Event Coordinator

*Applications for this summer student position(s) within the Recreation and Tourism Department will be received at the Oromocto Municipal Offices until **4:00 pm, Friday, June 15, 2018.***

Minimum Qualifications: Entering Second Year of University or Equivalent; Must be at least 19 years of age as of 28 June 2018; Experience working with youth, adult or older adults

Assets: Previous experience with program planning; Class 5 driver's license.

Function: Under the supervision of the Program & Special Event Officer, take the lead in planning, organization, and evaluation of child-care & specialty camps, as well as adult, older adult and community programs & activities.

Responsible to: Program & Special Event Officer.

Responsibilities: Assist with the planning & implementation of a staff-training week; successfully complete a First Aid and CPR course; attend in-service training; purchase equipment and other related materials; develop safe, fun filled and well-organized activities for children, adults & older adults; provide support for youth, adult, older adult and community activities; communicate to the parents and children the upcoming events and discipline code of the Department through oral and written communications; deal with participant concerns; assist with the Summer Concert Series, maintain a budget and prepare end of summer reports; and perform other related duties as required.

Applications are
available at the
Oromocto
Municipal Offices
4 Doyle Drive or
online at
www.oromocto.ca



*Applicants must be a full-time student in the 2017-18 school year and entering or currently enrolled in a post-secondary institution for Fall 2018.
Please attach confirmation to application form.
All positions are funding dependant.
As a result, some advertised positions may not be filled.*

