

TOWN OF OROMOCTO - RECREATION AND TOURISM 2020 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 **8 May 2020**.*

Minimum Qualifications: Entering Second Year of University or Equivalent; Must be at least 19 years of age as of 1 July 2020; 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, assist in the planning, organization, and evaluation of events, activities and program offerings for the community.

Responsible to: Program & Special Event Officer.

Responsibilities: Successfully complete a First Aid and CPR course; Purchase equipment, first aid supplies and other related materials; Maintain a budget and prepare an end of summer report; Assist with program offerings and special events such as the Mayor's Youth Activity Awards and the Terry Fox Run; Assist with Program & Special Event Officer and community partners with the planning and implementation of camps; Assist the with 55+ Summer Club events & activities when needed; Assist with the weekly Summer Concert Series; Complete "Frog Walk" training in order to lead educational nature sessions to small groups in the Gateway Trails; Provide support to youth, adult, older adult & community events and activities that may be offered by the Department or through partnerships with other organizations; and Perform all other related duties as required.

Applications are
available online at
www.oromocto.ca



Recreation & Tourism student casual positions require that the applicant be a full-time student in the 2019-20 school year and entering or currently enrolled in a post-secondary institution for Fall 2020, or as defined by a third party employment funding program. Confirmation of enrollment may be required.

All positions are funding dependent. As a result, some advertised positions may not be filled.

