

# TOWN OF OROMOCTO - RECREATION AND TOURISM 2021 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 **4:00pm, Friday, 30 April 2021.**

**Minimum Qualifications:** Entering Second Year of University or Equivalent; Must be at least 19 years of age as of 1 July 2021; 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 at the Oromocto Municipal Offices 4 Doyle Drive or online at [www.oromocto.ca](http://www.oromocto.ca)



*Recreation & Tourism student casual positions require that the applicant be a full-time student in the 2020-21 school year and entering or currently enrolled in a post-secondary institution for Fall 2021, 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.*

