

TOWN OF OROMOCTO - RECREATION AND TOURISM 2022 SUMMER STUDENT CASUAL EMPLOYMENT

Event Coordinator

*Applications for this summer student position within the Recreation and Tourism Department will be received at the Oromocto Municipal Offices until **4:00pm, Friday, 27 May, 2022.***

Minimum Qualifications: Entering Second Year of University or Equivalent; Must be at least 19 years of age as of 30 June 2022; Experience working with youth, adult and/ or older adults. Proof of full COVID vaccination required.

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.

Rate of Pay: \$14.50/ hr

Responsible to: Program & Special Event Officer.

Responsibilities: Purchase equipment, first aid supplies and other related materials; Maintain a budget and prepare an end of summer report outlining activities undertaken. Maintain accurate financial records of all special events including revenue, expenses, logistical data, attendance levels and recommendations for future events; Assist the Program & Special Event Officer with program offerings and special events; Assist with the planning and offering of the 55+ Summer Club events & activities; Complete "Frog Walk" training, and other similar courses, 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; Assist with community events that include the older adult population such as the weekly Summer Concert Series; Assist the Age-Friendly Community Committee in addressing issues facing the older adult population, as needed; and perform any related duties as outlined by the Program & Special Event Officer.

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



Recreation & Tourism student casual positions require that the applicant be a full-time student in the 2021-22 school year and entering or currently enrolled in a post-secondary institution for Fall 2022, or as defined by a third party employment funding program.

