

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Recreation Program Assistant

Parks and Recreation Programs

The Recreation Program Assistant will assist the Hub Programmer and Coordinator in the planning and delivery of a variety of recreation events and programs. This position is divided into two phases, with regular hours during the **school year** from September 1st to April 30th, and extended hours during the **summer** from May 1st to August 31st.

During the **school year**, this position offers 15 hours a week, primarily based around the Lighthouse after school program which takes place Monday to Friday from 3:30pm to 5:30pm, with some evenings and weekends as required. The Program Assistant will assist in planning activities, scheduling and directing Recreation Leaders, and supervising youth participants for Lighthouse, as well as other duties as required.

During the **summer**, this position will be extended to 40 hours per week, Monday to Friday, 8:00am to 4:30pm, with some evenings and weekends as required. The Program Assistant will participate in the planning, promotion, and delivery of a variety of events and programs with an emphasis on Heritage and Green initiatives. These include the Doors Open historical tours, the National Garden Day celebration, Tidy-Up Tuesday neighborhood cleanups, and the Adopt-A-Bed volunteer program. Tasks include coordinating volunteers and participants, soliciting local businesses for sponsorships and donations, creating promotional materials, and community engagement, as well as other duties as required.

Knowledge, Skills and Abilities

- Previous experience in event planning and/or community based programming;
- Previous experience working with children and youth;
- Background/interest in local heritage, history, gardening, and environmental initiatives;
- Demonstrated public relations skills, and the ability to positively communicate and interact with people of all ages, backgrounds, and needs;
- Able to problem-solve, organize and prioritize activities, manage multiple projects and deadlines, and adhere to a budget;
- Works well independently or as a part of a team;
- Working knowledge of Microsoft Office, including Word, Excel, and PowerPoint.

Mandatory Qualifications & Experience

- Grade 12, G.E.D., or Mature High School Diploma;
- Valid Class 5 Province of Manitoba driver's licence;
- Emergency First Aid/Level C CPR (to be obtained upon hire);
- Successful completion of a Criminal Record Check and Child Abuse Registry Check including Vulnerable Sector Verification.

Competition # 240010

Please apply with a cover letter and resume on-line at:

<http://jobbank.brandon.ca/>

Posted on: February 1, 2024

Applications will be accepted until 11:59 pm on February 22, 2024.

This opportunity is open to all applicants; however, first consideration will be given to current City of Brandon CUPE employees.

The City of Brandon reserves the right to underfill this position.

Rate of Pay:

\$17.82 - \$19.21 per hour - 2023 rates.

Position Conditions: During the *school year* (September 1st to April 30th), the hours for this temporary position are 3:30pm to 5:30pm (15 hours per week) Monday to Friday and may include some evenings and weekends.

During the *summer* (May 1st to August 31st) hours are 8:00am to 4:30pm (40 hours per week) Monday to Friday with some evenings and weekends, as required by scheduled events or programs. This position will be offered in accordance with condition identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.

If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or Twitter!