

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Program Assistant – Sportsplex Day Camp

Employment will be from June 1 to September 3, 2021
Program runs Monday to Friday, June 30, to September 3, 2021

Under the general direction of the Recreation Programmer, the successful candidate will be required to coordinate and oversee the operations of the Sportsplex Day Camp summer program. This program targets youth ages 5-12, delivering programs and activities in an active, fun & safe environment. Activities could include but are not limited to swimming, team sports, arts & crafts, music & dance, skating, outdoor exploring, etc.

Duties & Responsibilities

- Train and direct Recreation Leaders and volunteers;
- Schedule and coordinate program activities;
- Schedule, coordinate and organize staff;
- Rectify staffing and other problems related to the program;
- Compile/prepare end-of-season reports as required;
- Assist in problem solving and conflict management related to the program;
- Perform other duties as assigned or required.

Mandatory Qualifications & Experience

- Emergency (Basic) First Aid/Level C CPR (must be obtained prior to program start date);
- Successful completion of a Criminal Reference Check and Child Abuse Registry Check including Vulnerable Sector Verification.

Preferred Qualifications & Experience

- Grade 12, G.E.D., or Mature High School Diploma;
- Post-secondary education related to community services field;
- Related experience in recreation, programming, education, instruction, lifetime sports background;
- Previous experience working with youth and volunteers;
- Previous experience working in a multi-ethnic setting.

This opportunity is open to all applicants; however, first consideration will be given to current City of Brandon CUPE Local 69 employees.

Rate of pay: \$16.70 – \$18.01 per hour (2018 rates)

Competition: #210052

Posting Date: May 13, 2021

Please apply with a cover letter and resume on-line at:
www.brandon.ca/employment

Applications will be accepted until **11:59 p.m. on May 27, 2021**

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!

Serving and building Community!