MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Summer Recreation Coordinator (County-wide)

Term of employment: May 11th- August 28th, 2026

Description

The Summer Recreation Facilitator is responsible for the development and delivery of Mini Day Camp Program, Timbits Soccer Programs and community-based special events in rural communities throughout the Municipality. Successful candidates will be required to travel between communities during the weekday to provide safe, quality, equitable, engaging programs for all. Special attention will be taken to connect people to nature and encouraging them to explore, take risks and be active outside in a safe environment. The successful candidate will also work in coordination with the Recreation Programmer to establish the program structure, goals and objectives for all programs delivered, and in the select of communities. Program development, implementation, and evaluation experience is an asset. Facilitators will be required to promote and oversee the operation of all summer programs outside of Parrsboro, Pugwash and Springhill.

Successful candidates must be able to adapt to a fast-paced environment and be willing to work collaboratively with others. They also must be task oriented, able to work independently and have excellent time management and communication skills. Prior program experience is an asset.

This position is based on a 40-hour condensed 4-day work week (Mon-Thurs). It may require evenings and, on rare occasions, weekend shifts.

The Summer Recreation Supervisors will report directly to the Recreation Programmer.

Key Outcomes and Responsibilities

- Assist in the development, creation, and implementation of quality Mini Day Camp, Timbit soccer, activities and events for youth and adults in select rural communities throughout the Municipality.

- Assist Summer supervisor, Sports coordinator, and Recreation Programmer in the planning and delivery of community special events/ summer programs. which include, but are not limited to, Pride Week, Bike Week, etc.
- Work in partnership with outside organizations to ensure that programs and special community events are supported throughout the county.
- Responsible for the supervision and safety of all participants in the programs.
- Ensure all youth programs have a safe, age-appropriate, and child-centered delivery and approach.
- Assist in the creation and delivery of promotional materials.
- Work in coordination with the Recreation Programmer towards the development and implementation of the Mini Day Camps, Timbit Soccer and multi age programs. This includes, but is not limited to, scheduling, volunteer recruitment, group management and team organization.
- Submit bi-weekly program reports to the Recreation Programmer
- Ongoing communication between participants, parents, municipal staff, coworkers, community members, coaches, and key stakeholders.

Qualifications and Skills

- Excellent time management, coordination, and communication skills
- Positive attitude and forward-thinking skills
- Basic knowledge of computer applications – word, excel, Canva etc.
- Knowledge of child development and management
- Experience and sincere interest in working with children
- Possess a professional and compassionate demeanor
- Knowledge and experience with program development and facilitation
- Knowledge and experience of child and program development
- Ability to work efficiently independently as well as in a team environment

Requirements

- Post-Secondary education in related field of work - or equivalent experience – is an asset
- Criminal Record Check and Child Abuse Registry Check
- Current Emergency First Aid and CPR
- Ability to legally work in Canada
- Valid driver's license and ability to travel regionally

The hourly rate is currently under review and will be at least be min wage.