



## **Summer Program Lead**

*(Seasonal Full-Time May 23, 2023 – August 30, 2023)*

The Town of Westlock is seeking a seasonal full-time Summer Program Lead to join the Community Services team. The Summer Program Lead is responsible for creating a fun and physically active experience, plan daily activities and games and prioritize the health and safety of all the participants to ensure a safe and happy environment.

The Town of Westlock is a vibrant growing community of 5,000 just 85 kilometers north of Edmonton. Living in Westlock you can experience live arts, concerts, a variety of sports or belong to one of the multiple community organizations. Westlock has a healthy business and residential community that offers an excellent quality of life in a smaller urban setting.

### **Primary responsibilities include:**

- Plan daily activities and games to provide a fun and physically active experience for summer program participants.
- Contact businesses to coordinate field trips.
- Prioritize the health and safety for participants in the Town of Westlock facilities and field trips.
- Build positive relationships with other summer program leaders and parents.

### **Requirements:**

- Valid Standard First Aid/CPR Certificate or willing to obtain.
- Valid Class 5 Driver's license.
- Vulnerable Sector Criminal Record Check and Driver's Abstract.
- Post- Secondary Education considered an asset.
- Work schedule will be Monday to Friday and Canada Day.

The Town of Westlock thanks all applicants for their interest; however only those selected for an interview will be contacted. Please submit your resume with three references in confidence by February 28, 2023, to:

Town of Westlock  
10003-106 Street  
Westlock, Alberta T7P 2K3  
Phone: 780.349-4444  
Email: [employment@westlock.ca](mailto:employment@westlock.ca)



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Reporting to the Rotary Spirit Centre Supervisor and Customer Service and Summer Program Supervisor. The Summer Program Lead is to plan and implement summer programs for the Town of Westlock.

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### **RESPONSIBILITIES:**

- Responsible for program planning and implementation of Recreation programs for children of all ages.
- Responsible for playground/park programs and special events.
- Complete documentations for all necessary forms, statistics, financial reports, and evaluation of each program.
- Make a schedule for attendance at various programs/trips.
- Responsible for the cleanliness, organization, and stocking of materials necessary for summer programs.
- Ensure health and safety for patrons and staff. Perform First Aid & C.P.R. if necessary.
- Attend and participate in monthly safety meetings.
- Perform all other duties as assigned.

### **OTHER DUTIES**

- Maintain positive communication with all Town of Westlock Departments and the Public-at-large.
- Promote the Town of Westlock Quality of Life.
- Maintain a professional appearance.
- Ensure assigned duties are completed in a safe and timely manner.
- Participation required in departmental safety and operational staff meetings.
- To ensure the safe operation and maintenance of Town owned equipment, facilities, and inventories.
- Work together with other employees in a team effort, stressing cooperation and good communication between staff.
- Perform daily administrative tasks as assigned.

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## **CONTACTS**

This position will have frequent contact with the following:

- Director of Community Services
- Rotary Spirit Centre Supervisor
- Aquatic Centre Supervisor
- Other Departmental Staff
- Local recreation groups and local schools
- Local Service Club and Community groups and surrounding communities

## **ENVIRONMENT**

Features of work, which may create physical/mental stress, are:

- Flexible work schedule,
- Responding to and coordinating the requirements of the public and community groups
- Conflicting priorities and timelines for project work and/or event timetables.

## **SIGNATURES**

I have read and understand the contents contained within this job description. The Community Services Program & Marketing Supervisor has informed me that this is a general description of the responsibilities and qualifications for the position of Summer Program Assistant Coordinator. This description will form the basis for my classification level and the basis for my performance evaluation.

Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_