

Summer Program Assistant - Recreation Technician II Job Number: 51560

Are you passionate about working with children and making a positive impact in their lives? If so, the City of Edmonton is looking for you! We are currently hiring enthusiastic individuals to help lead and oversee our Green Shack, Summer Day camps and Leaders in Training (LIT) programs.

Now is your chance to put your leadership skills to good use, providing support and guidance to our programs, staff and volunteers!

What will you do?

- Assist with the Recruitment, interviews, and hire staff and LITs
- Develop and implement programs and training for frontline staff and LITs and train how to execute it
- Schedule, supervise mentor and evaluate staff and LITs
- Provide excellent customer service and respond to incoming queries
- Provide ongoing support, leadership and resources to program staff and LITs
- Monitor supplies and equipment
- Ensure overall participant and program safety
- Assist with preparing advertising/marketing materials
- Provide assistance in the development of new programs
- Assist with administrative tasks related to the overall operation of the Outdoor Adventure programs(schedules, timesheets, program reports, evaluations, statistics, etc)
- Assist with other related duties as required

Qualifications:

- Completion of 1st year in a recognized Recreation Administration or related diploma or degree program
- Minimum of one (1) year directly related experience in leading recreational, cultural or related educational programs
- Experience training, evaluating and supervising staff

Assets:

- Skills and/or certifications in the areas of sports, drama and/or arts
- Experience working with individuals with inclusion needs
- Experience working with volunteers

Skills required for success:

- Computer proficiency including experience with Google Suite (Gmail, Docs, Sheets)
- Excellent verbal and written communication skills
- Strong administrative and organizational skills
- Excellent interpersonal, team, and customer service skills
- Knowledge of best practices for inclusive recreation programming
- Ability to work independently and manage time appropriately to meet section goals
- Ability to work outdoors under various weather and environmental conditions
- Alignment to our Cultural Commitments and Leadership Competencies (<https://bit.ly/4brRrXm>)
- Embracing a culture of equity, diversity, reconciliation and inclusion (<https://bit.ly/3hd2d95>)

Conditions of Employment:

- Current Intermediate First Aid and CPR (level C) or equivalent is required prior to commencing employment
- Applicants will be required to have their own vehicle, and, where appropriate, will be reimbursed in accordance with City of Edmonton policy. This will require the applicant to obtain business use auto insurance
- Hire is dependent upon a Police Information Check including Vulnerable Sector check satisfactory to the City of Edmonton
- Green Shack, Leaders in Training and the Recreation Centre Day camp positions will begin April 28 up to August 29, 2025. The River Valley Day Camp position will begin April 21 up to August 31, 2025 Successful candidates must be able to attend staff training
- Applicants may be tested

Work Environment:

- The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance
- Some evening and weekend work is required

The City of Edmonton values applicants with a diverse range of skills, experiences and competencies, and encourages you to apply. We strive to provide reasonable access and accommodations throughout the recruitment process. To request an accommodation, please contact employment@edmonton.ca. Learn more about our benefits <https://bit.ly/COEbenefits>.

Successful candidates may be eligible for recall in the 2026 season

Up to 30 temporary full-time positions for an expected duration of up to 4 months

Hours of Work: 40 hours per week.

Salary: \$21,906 - \$27,069 (Hourly)

Talent Acquisition Consultant: JP/JR

Edmonton rests in the heart of Treaty Six territory in Alberta and the homelands of the Metis Nation.

Classification Title: Recreation Technician II-8hrs

Posting Date: Feb 6, 2025

Closing Date: Feb 20, 2025 11:59:00 PM (MST)

Number of Openings (up to): 30 - Temporary Full-time

Union: CSU 52

Department: Community Recreation and Culture

Work Location(s): Various Locations Edmonton (City Wide)

Visit www.edmonton.ca/careers for information on how to apply