



OPEN TO: Individuals between the ages of 15 - 30 years old

POSITION: **Swimming Instructors (2 positions available)**

LOCATION: The Municipality of the County of Richmond

SALARY: \$14.50/hour - 35 hours per week for 8 weeks

RESPONSIBILITIES:

The Instructors will report to staff of Recreation Department and be asked to:

- Plan swimming lessons in various locations throughout Richmond County for children and youth ages 6 months to 16 years old
- Schedule swimming lessons for all locations and contact parents and guardians with scheduling information
- Provide students with feedback during each lesson
- Provide children with a written report card at the end of each session
- Exercise safety precautions at all times to ensure the safety of all participants
- Other duties as required by Recreation Department Staff.

REQUIREMENTS:

- Red Cross Water Safety Certification
- First Aid/CPR Level C *
- WHMIS/OHS certificates *
- HighFive training *
- Fundamental Movement Skills training *
- Strong communication skills
- Experience working with children is an asset

* If an applicant does not have these certificates/training, the Recreation Department will provide the successful candidate with the training prior to the first lesson.



OPEN TO: Individuals between the ages of 15 - 30 years old

POSITION: **Special Events Coordinator (3 positions available)**

LOCATION: The Municipality of the County of Richmond

SALARY: \$14.50/hour - 35 hours per week for 10 weeks

RESPONSIBILITIES:

The Special Events Coordinator will report to the staff of the Recreation Department and will be asked to:

- Organize, plan and coordinate special events for the youth and adults of Richmond County including the annual the Concerts by the Sea music series, Sand Castle Art Contests and plan new events
- Contact local musicians and schedule lineups for 6 individual concerts held in Arichat, St. Peter's and Louisdale and MC the events
- Contact volunteers needed to ensure that all special events run smoothly
- Advertise for all the special events that are held throughout the summer through different types of media outlets
- Write reports at the conclusion of each event
- Coordinate payments for musicians/sound system provider
- Other responsibilities as designated by the staff of the Recreation Department

REQUIREMENTS:

- Strong organization and communication skills
- Able to work flexible hours
- Able to work under minimal supervision
- First Aid/CPR *
- WHMIS/OHS certificates *
- HighFive training *

* If an applicant does not have these certificates/training, the Recreation Department will provide the successful candidate with the training prior to the first lesson.



OPEN TO: Individuals between the ages of 15 - 30 years old

POSITION: **Surf Instructors (2 positions available)**

LOCATION: Point Michaud Beach

SALARY: \$14.50/hour - 35 hours per week for 10 weeks

RESPONSIBILITIES:

The Surf Instructors will report to the staff of Recreation Department and will be asked to:

- Plan surfing lessons 3 - 5 days per week for people ages 6 - 99 at Point Michaud Beach in Richmond County (subject to change)
- Assist with equipment rentals
- Maintaining cleanliness of surf equipment
- Planning/coordination of our annual Surf Classic including sending donation letters
- Exercise safety precautions at all times to ensure the safety of participants
- Other responsibilities as designated by the staff of the Recreation Department

REQUIREMENTS:

- Bronze Medallion
- First Aid/CPR *
- WHMIS/OHS certificates *
- HighFive training *
- Fundamental Movement Skills training *
- Strong communication skills
- Experience working with children is an asset

* If an applicant does not have these certificates/training, the Recreation Department will provide the successful candidate with the training prior to the first lesson.



OPEN TO: Individuals between the ages of 15 - 30 years old

POSITION: **Surfing Rental Coordinator (2 positions available)**

LOCATION: Point Michaud Beach

SALARY: \$14.50/hour - 35 hours per week for 10 weeks

RESPONSIBILITIES:

The Surfing Rental Coordinator will report to the staff of Recreation Department and will be asked to:

- Responsible to coordinate equipment rentals to include ensuring all rental forms and waivers are properly filled out and payments are accurate.
- Answering phone calls, fielding questions, coordinating bookings
- Advertising/promotion for our summer surf programs/lessons
- Planning/coordination of our annual Surf Classic including sending donation letters
- Other responsibilities as designated by the staff of the Recreation Department

REQUIREMENTS:

- First Aid/CPR *
- WHMIS/OHS certificates *
- HighFive training *
- Fundamental Movement Skills training *
- Strong communication skills
- Experience working with children is an asset

* If an applicant does not have these certificates/training, the Recreation Department will provide the successful candidate with the training prior to the first lesson.