



THE MUNICIPALITY OF THE COUNTY OF
LA MUNICIPALITÉ DU COMTÉ DE
RICHMOND

OPEN TO: High School Students, Post-Secondary Students

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

LOCATION: Multiple locations throughout Richmond County

SALARY: \$13/hour - 35 hours per week – 9 weeks

June 24th – August 23, 2019

RESPONSIBILITIES:

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

- Plan, coordinate and schedule tennis lessons for children, youth and adults at various locations throughout the county
- Organize a year-end tennis tournament for all participants
- Organize drop-in sports/activities at Richmond Arena (i.e. volleyball, lacrosse, floor curling, box hockey, etc.)
- Organize/coordinate Family Fun Nights at Richmond Arena
- Promote fair play and encourage sportsmanship
- Exercise safety precautions to ensure the safety of all participants
- Other duties as required by Recreation Department Staff

REQUIREMENTS:

Must have been a High School Student or Post Secondary Student during 2018-2019 and must be returning in the fall of 2019.

- First Aid/CPR *
- WHMIS/OHS certificates *
- HighFive training *
- Fundamental Movement Skills training *
- Strong communication skills
- Excellent leadership skills
- Experience working with children is an asset
- Criminal Record Check *
- Child Abuse Registry Check *

* 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.

Please send your resume and cover letter to Ronalda Boudreau at rboudreau@richmondcounty.ca or in person at the Municipal Office (2357 Highway 206, Arichat).



Deadline to apply is Friday, May 17 at 4:00 pm.

OPEN TO: High School Students, Post-Secondary Students
POSITION: **Swimming Instructors (2 positions available)**
LOCATION: Multiple locations throughout Richmond County
SALARY: \$13/hour - 35 hours per week – 8 weeks
June 24 – August 16, 2019

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:

Must have been a High School Student or Post Secondary Student during 2018-2019 and must be returning in the fall of 2019.

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

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OPEN TO:	High School Students, Post-Secondary Students
POSITION:	Special Events Coordinator (1 position available)
LOCATION:	Multiple locations throughout Richmond County
SALARY:	\$13/hour - 35 hours per week – 10 weeks June 17 – August 23, 2019

RESPONSIBILITIES:

The Special Events Coordinator will report to 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 Concerts by the Sea music series, Sand Castle Art Contests, and much more
- Organize, plan and coordinate new and exciting events for Richmond County residents
- Contact local musicians and schedule lineups for 6 individual concerts held in Arichat and St. Peter's 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:

Must have been a High School Student or Post Secondary Student during 2018-2019 and must be returning in the fall of 2019.

- Strong organization and communication skills
- Able to work flexible hours
- Excellent leadership skills
- Able to work under minimal supervision
- Experience working with children is an asset
- First Aid/CPR *
- WHMIS/OHS certificates *
- HighFive training *
- Criminal Record Check *



- Child Abuse Registry Check *

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Deadline to apply is Friday, May 17 at 4:00 pm.

OPEN TO: High School Students, Post-Secondary Students

POSITION: **Surf Instructors (3 positions available)**

LOCATION: Point Michaud Beach

SALARY: \$13/hour - 35 hours per week – 10 weeks

June 17 – August 23, 2019

RESPONSIBILITIES:

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

- Plan surfing lessons 5 days per week for people ages 6 - 99 at Point Michaud Beach in Richmond County
- Assist the Surfing Coordinator with equipment rentals as well as coordinate equipment rentals for the Unama'ki Surf Program
- Maintaining cleanliness of surf equipment
- Assist with planning of the annual Surf Classic
- Exercise safety precautions at all times to ensure the safety of participants
- Other responsibilities as designated by the staff of the Recreation Department

REQUIREMENTS:

Must have been a High School Student or Post Secondary Student during 2018-2019 and must be returning in the fall of 2019.

- Bronze Medallion *
- First Aid/CPR *
- WHMIS/OHS certificates *
- HighFive training *
- Fundamental Movement Skills training*
- Criminal Record Check *



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- Child Abuse Registry Check *
- Strong communication skills
- Experience working with children is an asset

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Deadline to apply is Friday, May 17 at 4:00 pm.

OPEN TO: High School Students, Post-Secondary Students

POSITION: **Surfing Coordinator (1 position available)**

LOCATION: Point Michaud Beach

SALARY: \$13/hour - 35 hours per week – 10 weeks

June 17 – August 23, 2019

RESPONSIBILITIES:

The Surfing 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
- Other responsibilities as designated by the staff of the Recreation Department

REQUIREMENTS:

Must have been a High School Student or Post Secondary Student during 2018-2019 and must be returning in the fall of 2019.

- First Aid/CPR *
- WHMIS/OHS certificates *



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- HighFive training *
- Fundamental Movement Skills training *
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- Experience working with children is an asset
- Criminal Record Check *
- Child Abuse Registry Check *

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