

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

OPEN TO: Any youth between 16 – 30 years old

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

LOCATION: Multiple locations throughout Richmond County

SALARY: \$14.00/hour - 35 hours per week – 10 weeks  
June 20 – August 26

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 residents of all ages in Richmond County including:
  - \* Concerts by the Sea
  - \* Sandcastle Contests
  - \* Themed Day Camps
- 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 necessary payments for any part time staff
- Other responsibilities as designated by the staff of the Recreation Department

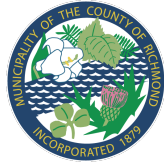
REQUIREMENTS:

- Strong organization and communication skills
- Able to work flexible hours
- Able to work under minimal supervision
- WHMIS/OHS certificates \*

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

Please send your resume and cover letter to Ronald Boudreau at [rboudreau@richmondcounty.ca](mailto:rboudreau@richmondcounty.ca).

**Deadline to apply is Friday, May 13 at 4:00 pm.**



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

OPEN TO: Any youth between 16 – 30 years old

POSITION: **Surf Rental Coordinators (1-2 positions available)**

LOCATION: Point Michaud Beach

SALARY: \$14.00/hour - 35 hours per week – 9 weeks  
June 27 – August 28

RESPONSIBILITIES:

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

- Coordinate equipment rentals for residents and visitors at Point Michaud Beach, including wetsuits, surfboards, skim boards, stand-up paddleboards, etc.
- Assist to plan and organize the Surf Classic, our annual surf/water sport competition
- Document all information surrounding rentals
- Other responsibilities as designated by the staff of the Recreation Department

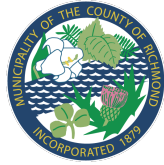
REQUIREMENTS:

- Must be friendly, outgoing and able to deliver exceptional customer service
- Impeccable organization and communication skills
- Incredible attention to detail
- Cash handling experience
- Ability to work under minimal supervision
- Ability to work flexible hours
- First Aid/CPR \*
- WHMIS/OHS certificates \*

\* If an applicant does not have these certificates/training, the Recreation Department will provide the successful candidate(s) with the training.

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**Deadline to apply is Friday, May 13 at 4:00 pm.**



OPEN TO: Any youth between 16 - 30 years old  
POSITION: **Surf Instructors (2 positions available)**  
LOCATION: Point Michaud Beach  
SALARY: \$14/hour - 35 hours per week – 10 weeks

June 27 – August 28

#### **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 Surf Rental Coordinators with equipment rentals as well as coordinate equipment rentals for the Unama'ki Surf Program
- Maintaining cleanliness of surf equipment
- Assist to plan and organize the Surf Classic, our annual surf/water sport competition
- Exercise safety precautions at all times to ensure the safety of participants
- Other responsibilities as designated by the staff of the Recreation Department

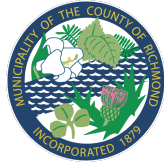
#### **REQUIREMENTS:**

- Bronze Medallion \*
- First Aid/CPR \*
- WHMIS/OHS certificates \*
- Criminal Record Check \*
- Child Abuse Registry Check \*
- 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(s) with the training prior to the first lesson.

Please send your resume and cover letter to Ronald Boudreau at [rboudreau@richmondcounty.ca](mailto:rboudreau@richmondcounty.ca).

**Deadline to apply is Friday, May 13 at 4:00 pm.**



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

OPEN TO: Any youth between 16 - 30 years old

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

LOCATION: Multiple locations throughout Richmond County

SALARY: \$14/hour - 35 hours per week – 9 weeks

June 27 – August 26

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 \*
- Criminal Record Checks \*
- Child Abuse Registry Check \*
- Strong communication skills
- Experience working children is an asset

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

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