



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

- OPEN TO:** Individuals between the ages of 15 - 30 years old
- POSITION:** **Recreation Program Assistant (1 position)**
- LOCATION:** The Municipality of the County of Richmond
- SALARY:** \$16.75/hour - 35 hours per week for 10 weeks
June 24 – August 31, 2024

Reporting to the Director of Community Development and Recreation, the Recreation Program Assistant supports the planning, development and delivery of recreation programs and services for Richmond County. The candidate will work within a team environment to ensure programming is meeting the needs of the County.

RESPONSIBILITIES:

- Works with Staff to plan programs and services
- Supports the Staff with facility scheduling, program confirmation and facility set-up plans.
- Monitors and maintains inventory of program equipment and supplies and sources and purchases when required
- Assist with the supervision of participants, part time staff and volunteers.
- Responds to telephone enquires/e-mails, troubleshoot and problem-solve issues
- Assist with promotion of programs through various marketing mediums
- Supports data monitoring of programming numbers for registered and drop in programs, cancel/combine/add if required
- Assists with registration inquiries, customer service, waitlist management
- Assist with the purchasing of program equipment and supplies
- Participate in community events
- Actively develop and maintain relationships with community partners
- Other responsibilities as designated by the staff of the Recreation Department

REQUIREMENTS:

- Good communication skills, interpersonal skills and organization skills
- Valid certification in Standard First Aid and CPR (C)/AED preferred
- Able to work flexible hours
- Able to work under minimal supervision
- WHMIS/OHS certificates preferred
- Valid drivers license and access to reliable transportation

Submit application to Ronalda Boudreau via email to rboudreau@richmondcounty.ca

Deadline to apply is May 9, 2024

* 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.