



**Position:** Summer Program Assistant  
**Work term:** May through August  
**Hourly Wage:** \$14.00 - \$16.00 per hour  
**Hours:** 35 hours per week

**Position Duties:**

Reporting to the Community Program Coordinator and the Parks and Recreation Manger, the Summer Program Assistant will be responsible to assist in the planning, delivery and supervision of programs and events offered by the Township of Alnwick/Haldimand

**Qualifications:**

The successful candidates will be creative with a mature, responsible attitude, and must have strong organizational and exceptional interpersonal skills.

The ability to listen and communicate constructively with children, parents and coworkers in a positive and respectful manner is essential.

Candidates must have previous experience working with children of all ages.

Ability to work efficiently with other team members.

Applicants are required to be enrolled in a post-secondary education program in recreation, education or other related field and must be returning to full time studies in September 2020.

**Job Responsibilities:**

Assist with the planning, developing and implementing of the assigned program and/or event in consultation with the Community Program Coordinator.

Deliver programs in a positive and enthusiastic manner and supervise the participants (where applicable), ensuring that health and safety standards are met.

Request, maintain and plan for supplies and equipment and ensure that it is all in good working order.

Assist with set-up and take-down of assigned programs and events at various locations.

Assist in the communication with participants, service providers, vendors and volunteers as recording and compiling data on program and event participation levels and complete evaluation reports.

Interested applicants are invited to submit their resume in confidence no later than **4:00pm on Friday April 3<sup>rd</sup>, 2020** to the attention of:

**Jennifer Steen**

Township of Alnwick Haldimand  
Community Program Coordinator  
10836 County Road #2, PO Box 70  
Grafton, ON, K0K 2G0  
Email: [jsteen@ahwp.ca](mailto:jsteen@ahwp.ca)

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Hiring will be conditional based on a successful Criminal Reference Check.

The Township of Alnwick/Haldimand is an equal opportunity employer. Please note that accommodations are available, upon request, to support prospective applicants with disabilities when applying for jobs and during the interview and assessment process. If you require an accommodation, we will work with you to meet your needs. Please e-mail your request to [jsteen@ahwp.ca](mailto:jsteen@ahwp.ca) or call 905-349-2822. Alternative formats of this job posting are available upon request. In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended.