

Township of Southgate

Job Description

March 2024	Summer Student – Programming Support
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Position Identification

Job Title: Summer Student – Programming Support	Supervisor’s Job Title: Recreation Programming Coordinator
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: No Eligibility to OMERS: Yes (NFT)
Location of Position: Dundalk Community Centre & Parks	Department/Division: Recreation, Parks & Facilities
Employment Status: Student, hourly	Pay Band: Student Pay Grid

Position Description

This position requires a highly motivated individual with excellent social and organizational skills to help administer, facilitate and supervise youth programming for Southgate. Perform other duties as required by the supervisor.

The term of this position may be extended beyond the summer dates pending operations and availability.

Key Responsibilities	Tasks	Percentage
Programs	<ul style="list-style-type: none"> • Assist in organizing and administering youth programming. • Assist in preparing for programs, including setup and takedown. • Supervise and run youth programs, including facilitating games. • Ensure safety of programs and participants. • Monitoring participants and providing quality programming instruction. 	85%
Other	<ul style="list-style-type: none"> • Provide excellent customer service in person, over the phone and via email, responding to programming related inquiries. • Performs other duties as assigned by Supervisor or other departments. 	15%

Other Key Skills

As this student will be working with, and in view of the public, they will be expected to portray a neat appearance and pleasant attitude at all times.

Required skills include:

- Excellent organizational skills
- Excellent verbal communication and good interpersonal skills
- Ability to work under minimal supervision
- Time management
- Relates well with youth

Equipment & Technology Utilized

Outdoor sports equipment
Computer

Education/Training/Experience

Enrolment in post-secondary education in a related recreation, health or fitness would be an asset.

Web-based applications, Internet and social media communications an asset.

Customer Service experience would be an asset.

Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

This position is a seasonal position that runs from approximately June to August 31.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____