



Summer Student Employment Position: Recreation Assistant

Duties & Responsibilities :

- Assist with the development and implementation of recreation and leisure programs, such as arts/crafts/sports/games/hobbies
- Assist with special events such as Hanwell Days and Summer Socials
- Set up and lead recreational activities
- Create and distribute program information and promotional materials for community events hosted by the municipality
- Update and maintain the Hanwell Business Directory
- Purchase supplies and materials for activities and events
- Ensure facility/venue is cleaned after each activity
- Compile information gathered from previous years and place in an excel program
- Maintain daily log of activities
- Other related activities and assisting office staff as deemed necessary
- Provide a monthly report to the Parks & Recreation Committee
- Attendance to the monthly Parks & Recreation Committee meeting is required
- Reports to the Municipal Clerk

Job Requirements:

- Student must have a valid driver's license and possible transportation
- Experience in a recreational environment is an asset
- Must be willing to work varied hours as weekends and evening hours will be necessary to implement programs
- Knowledge of Microsoft Office (Word/Excel/Outlook)

To Be Eligible, You Must:

- Be a team player
- Be a student who was registered as a full-time during the preceding academic year
- Intend to return to school on a full-time basis during the next academic year
- Be a resident of New Brunswick
- Eligible to work in Canada

If you are interested in applying for this position, please drop off or mail your resume to the Hanwell Municipal Office at 1757 Route 640, Unit #5 Hanwell NB E3C 2B9 or it can be emailed to Terri Parker- Asst. Clerk at tparker@hanwell.nb.ca

**** Applications will be accepted until Thursday April 26th at 3pm.****