



## Summer Employment

**Position:** Recreation Supervisor

**Term:** May 3– August 27, 2021

**Hours:** 37.5 hours per week; some flexibility required

### Description:

Student will work with the Parks & Recreation Committee and assist with the development and implementation of recreation and leisure programs such as arts, crafts, sports, games, and special events. They will create and distribute program information and promotional material for the events hosted by the Municipality. They will update and maintain the Hanwell business directory, purchase supplies and materials for activities, set up/tear down and lead recreational activities, and assist office staff as needed. Attendance to the monthly Parks & Recreation Committee meeting is required. The Recreation Supervisor will oversee the Recreation Assistant and be able to provide and receive instructions in a professional manner. Must be willing to work varied hours as evenings and/or weekends will be necessary for some events.

### Must have:

- Valid Drivers' Licence
- Experience in a recreational environment is an asset
- Good computer skills (knowledge of Microsoft Office is required)

### To be eligible, all applicants:

- Must be a team player
- Must be a resident of New Brunswick
- Must be eligible to work in Canada
- For SEED, applicants must also:
  - Be a student who was registered as full-time during the preceding academic year
  - Intend to return to school on a full-time basis during the next academic year
- For Canada Summer Jobs, applicants must also:
  - Be between the ages of 15 and 30

### To Apply:

Please apply in person or by mail at 5 Nature Park Drive, Hanwell NB, E3E 0G7, or by email to Terri L. Parker, Clerk/Treasurer at [tparker@hanwell.nb.ca](mailto:tparker@hanwell.nb.ca).

**\*\*Deadline for applications is April 16, 2021 by 4:00 pm\*\***

5 Nature Park Drive, Hanwell NB, E3E 0G7

[www.Hanwell.nb.ca](http://www.Hanwell.nb.ca)