

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: RECREATION INTERN
	Union / Non-Union: NON-UNION	Classification Type: Seasonal
	Salary Classification: \$18.18/HR	Approval Date: March 31, 2025

General Job Responsibility

Recreation Intern shall be responsible for participating in a variety of areas of recreation, delivering a summer active program, planning and conducting pop-up camps for youth, assisting and coordinating programs and promotion of recreational programming opportunities and community events, assist with the operation and programs at Raven Haven Family Beachside park as required, coordinate kayak, paddle boards and canoe rentals, assist with the promotion of park and open space programs, assist in light maintenance as required leading up to special events, prepare promotional/ educational materials to promote recreation, activities and parks within the county, writing reports as required, attending training sessions provided by the county, and carrying out other duties and responsibilities as may be assigned from time to time. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

This position reports directly to the Active Living Coordinator.

Specific Job Responsibilities

1. Participate in a variety of areas of recreation and gain insight into the recreation delivery system within the County of Annapolis.
2. Deliver a summer active program that allows for opportunities in all areas of the municipality.
3. Plan and conduct pop-up day camps for youth at various locations in Annapolis County and/ or partner with other groups for youth opportunities.
4. Assist and coordinate programs and promotion of recreational programming opportunities and community events as required and incorporating Inclusion, Diversity, Equity, and Accessibility principles when and where possible.
5. If and when required, assist with the operation and programs at Raven Haven Family Beachside Park (activities, boat rentals, canteen, etc.)
6. Assist with the planning and implementation of programs and special events including: Canada Day celebrations, Heartland Tour, guided walks, boating try-out days, etc.
7. Coordinate kayak, paddle boards and canoe rentals at Jubilee Park according to County Procedures.
8. Assist with the promotion of park and open space programs.
9. Assist in light maintenance work that may be required that is a lead up for special events and/or programs at various locations.
10. Prepare promotional/ educational materials to promote recreation, activities and parks (boating safety, sun sense and the Active Annapolis County Program)
11. Administrative/ report writing on activities and events including final reports.
12. Carry out office procedures (filing, photocopying and faxing)

13. Attend safety and educational courses as required by the Municipality.
14. Other duties and responsibilities as may be assigned from time to time by the Active Living Coordinator or Manager of Recreation.

Qualifications and Expectations

Candidates for this position must have a minimum of a minimum of a grade 12 education with preference given to those enrolled in post-secondary education working towards a degree in Recreation, Community Development Kinesiology or Tourism.

Due to the nature of this position, the employee must be comfortable working in a public facing role, have working knowledge of Microsoft Office, strong communication and interpersonal skills, show creativity, be able to work flexible hours including weekends and holidays, be comfortable working individually and as a team, and have strong interpersonal and communication skills. Successful candidates must provide satisfactory criminal background and vulnerable sector checks as well as an acceptable driver's abstract.