

Job title	Recreation Intern
Reports to	Active Living Coordinator
Next Level Manager	Recreation Manager

Job Summary

The Recreation Intern assists the Active Living Coordinator with the delivery, promotion and development of Recreation Services programs and services.

Duties and Responsibilities

- Participate in as many facets of recreation as possible and gain insight into the recreation delivery system.
- Plan and conduct pop up day camps for youth at various locations in Annapolis County and/or partner with other groups for youth opportunities.
- Assist and coordinate programs and promotion of recreational programming opportunities and community events as required.
- If required, assist with the operation and programs at Raven Haven Family Beachside Park (activities, boat rentals, canteen, etc.).
- Assist with the planning and implementation of programs and specials events to include: Canada Day celebrations, Heartland Tour, Guided Walks, boating try-it days, etc.).
- Coordinate kayak, paddle boards and canoe rentals at Jubilee Park according to county procedures.
- Assist with the promotion of park and open space programs.
- Assist in light maintenance work that may be required that is a lead up for special events and/or programs at various locations and to wear appropriate clothing and equipment.
- Prepare promotional / educational materials to promote recreation, activities and parks (boating safety, sun sense and the Active Annapolis County program).
- Administrative / report writing on activities and events.
- Carry out office procedures (i.e., filing, photocopying, faxing).
- Attend safety educational courses as required by the Municipality.
- Other such reasonably related duties as may be assigned by the Recreation Manager.

Qualifications

Characteristics

- Maintain a positive rapport with the community and staff.
- Maintain a consistently high standard of security by ensuring all keys, monies and documents, equipment are secured in an appropriate manner as per training.
- Provide prompt and courteous service.
- Wear appropriate clothing and use appropriate safety procedures and equipment.
- Be able to work flexible hours.
- Demonstrate good communication skills.
- Have ability to work in a team or independently.
- Be able to work well with youth and adults.
- Demonstrate strong interpersonal skills and communications skills – both verbal and written.
- Display leadership abilities.
- Show creativity.
- Must provide a vulnerable sector security check and child abuse registry check.

Education and Training

- Preference given to those working towards a degree in a Recreation / Community Development, Kinesiology, tourism, or an acceptable combination of education, training and experience may be considered.
- Computer skills required such as Word, Excel, Publisher, Photoshop, Power Point and knowledge of social media.
- WHMIS 2015
- First Aid & CPR

Working conditions

- Standard hours of work is Monday to Friday 8:30am to 4:30pm, however due to the nature of the operation and delivery of recreational services, availability to work designated weekends and or evenings as required from time to time.
- This position may be physically and emotionally demanding and requires an individual who is able to multi-task on a daily basis. It may require lifting heavy objects and repetitive tasks.
- Have and maintain a valid Nova Scotia Class 5 driver's license and use of a reliable vehicle.
- Mileage for use of own vehicle is paid according to the municipal rate.

Direct reports

None

Competencies

Values Diversity -Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures. Diversity is beneficial to the organization and community. It applies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.

Communication - Communication is effective, timely, and relevant exchange of information that is respectful of the diversity of people, and the geography and working environments of our employees. It includes receiving information, listening, understanding and responding openly and effectively in interactions with others. It also implies this information is processed into actions.

Citizen Services - Implies a desire to help or serve others in a courteous and respectful manner and with the goal of meeting their needs. It means focusing one's efforts on discovering, meeting and balancing the needs of citizens, residents, elected officials, internal colleagues, or anyone that the person is trying to help. This involves recognizing that municipal employees are providing services and information to those who have rights and obligations (taxpayers and residents).

Achievement Motivation - Focuses efforts on working well and / or competing against a standard of excellence while achieving high quality results.

Work Safety - Employees have a responsibility to take all reasonable and necessary precautions to ensure their health and safety and that of anyone else who may be affected by their work or activities. This includes adhering to safe practices and standard operating procedures established to reduce risks. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.

Duty of Loyalty - As a representative of the County of Annapolis, every employee has a legal obligation to avoid acting in a manner that's contrary to the County's interests. This includes refraining from public criticism of the County's practices or personnel, as well an obligation to maintain confidentiality. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.

CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Kyle Garde</p> <p>_____ Active Living Coordinator</p> <p>_____ Supervisor's Title</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Nancy Whitman, Recreation Manager</p> <p>_____ Date</p>	<p>_____ Date</p>
<p>_____ Chief Administrative Officer</p> <p>_____ Date</p> <p><i>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</i></p>	
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The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.