

Job title	Recreation Intern
Reports to	Recreation Coordinator
Next Level Manager	Director of Legislative Services / Dept. CAO

Job Summary

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

Duties and Responsibilities

- All job activities and responsibilities must be in accordance with current provincial guidelines and follow current municipal policies as it pertains to the COVID 19 pandemic.
- Participate in as many facets of recreation as possible and gain insight into the recreation delivery system.
- Assist with, data collection, surveys / questionnaires regarding recreation public consolation.
- Assist and coordinate programs, tours and promotion of the Bridgetown Regional Outdoor Sport Hub including: Promote pickle-ball and coordinate pickle-ball workshop sessions to introduce the sport at the Tennis and Pickle-ball Courts, assist with walking programs, assist with operations and events as 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, Fun Run, Guided Walks, boating try-it days, etc.).
- Assist with coordinating kayak, paddle boards and canoe rentals at Jubilee Park according to county procedures and health protocols.
- Assist with the promotion of the new adopt a park and open space program.
- 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 Coordinator or the Director.

Qualifications

Characteristics

- Abide by all provincial COVID 19 regulations and related municipal policies and guidance.
- 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

<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 0.5em;"></div> Employee Signature	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 0.5em;"></div> Nancy Chisholm
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 0.5em;"></div> Printed Name <div style="float: right;"><div style="border-bottom: 1px solid black; height: 1.2em; width: 80%;"></div>Date</div>	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 0.5em;"></div> Recreation Coordinator <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 0.5em;"></div> Supervisor's Title <div style="float: right;"><div style="border-bottom: 1px solid black; height: 1.2em; width: 80%;"></div>Date</div>
<i>I certify that I have read and understand the responsibilities assigned to this position.</i>	<i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 0.5em;"></div> Dawn Campbell, Director of Legislative Services / Dept. CAO <div style="float: right;"><div style="border-bottom: 1px solid black; height: 1.2em; width: 80%;"></div>Date</div>	
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 0.5em;"></div> David Dick, Chief Administrative Officer <div style="float: right;"><div style="border-bottom: 1px solid black; height: 1.2em; width: 80%;"></div>Date</div>	
<i>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</i>	

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.