

Summer Special Events & Activities Assistant

The City of Moose Jaw is seeking an individual to serve as its Summer Special Events & Activities Assistant in the Parks & Recreation Department. Reporting to the Recreation Program Supervisor, the Summer Special Events & Activities Assistant is responsible for pre and post Special Events; weekly special event planning and purchasing/delivering supplies; working cooperatively with all staff members and maintaining open lines of communication with parents, participants, supervisors and administrators; promoting Special Events & Activities as required; tracking stats; preparing activity schedules, posters and brochures and forming partnerships with local organization. If you have the following qualifications, this opportunity will be of interest to you:

- Post-secondary education in Recreation/Kinesiology or other related program is an asset
- Valid Class 5 driver's license
- Ability to pass vulnerable persons Criminal Record Check
- Standard First Aid and CPR C
- High Five Workshop Certificate
- Knowledge of recreation programs
- Excellent organizational skills, verbal and written communication skills, public relation skills
- Experience in working with children and supervising staff
- Must be a student returning to school in the fall

Term of employment will run weekdays and the odd evening or weekend from June 19 to August 18, 2017 with the hourly wage being \$20.78

If this opportunity appeals to you, please visit the City's website at www.moosejaw.ca to obtain the required Summer Job Application Form and submit prior to 5:00 p.m. May 24, 2017, indicating Competition #17-12, to:



City of Moose Jaw, Human Resource Services
Fax: (306) 694-4517 or E-mail: postings@moosejaw.ca

We will contact applicants we wish to consider within 3 weeks of the competition closing date. All applicants are thanked for their interest.