



JOB DESCRIPTION

CLASSIFICATION:	SUMMER STUDENT - COMMUNITY PROGRAMS
REPORTS TO:	COMMUNITY PROGRAM COORDINATOR/RECREATION OFFICER
DATE:	APRIL 2025

POSITION SUMMARY

The Summer Student – Community Programs supports the Community Program Coordinator in providing recreation programs and events for the community during the summer season. The ideal candidate will assist in fostering positive and engaging participation in events and activities and must be available to work flexible hours, including days, evenings, weekends, holidays, with the potential for split shifts.

KEY RESPONSIBILITIES

- Assists in identifying community needs and developing programs to address them.
- Supports the planning, organizing, and implementation of programs, events, and activities, including opening and closing of facilities, setting up, and post-program clean up as necessary.
- Helps to ensure programs are accessible, inclusive, and cater to diverse populations.
- Assists in building and maintaining relationships with community members, organizations, and stakeholders.
- Gathers feedback from community members to improve programs.
- Coordinates with other staff, volunteers, and other organizations to ensure smooth program delivery.
- Helps manage program schedules, logistics, and materials.
- Assists in maintaining accurate records and documentation.
- Assists in preparing publicity material for the promotion of programs or events, including social media posts.
- Participates in community initiatives and partnerships.
- Follows all District of Hudson's Hope procedures and policies.
- Helps to ensure the health and safety of all participants in activities and events.

All duties listed above are intended only as an illustration of the various types of work to be performed; the omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CORE COMPETENCIES

- **Activity Facilitation:** Assist in planning, organizing, and leading various activities and programs, ensuring they are engaging, inclusive, and meet the needs of the community.
- **Communication:** Strong verbal and written communication skills for effectively interacting with staff, volunteers, and community members.

- **Customer Service:** Commitment to providing excellent service and addressing participant needs and concerns promptly and professionally.
- **Time Management:** Ability to prioritize tasks and manage time effectively in a dynamic environment, often with multiple demands.

REQUIRED QUALIFICATIONS

- A valid Class 5 Driver's License.
- Satisfactory Police Information Check – Vulnerable Sector.
- Basic First Aid Certificate with CPR C and AED Certification – Level A.

GENERAL / WORKING CONDITIONS

- Must be available to work flexible hours, including days, evenings, weekends, holidays, with potential for split shifts.
- Primarily an outdoor role, requiring work in various weather conditions, including heat, sun, and occasional rain.
- This is a position with the BC General Employee's Union (BCGEU).