

**Housing Services**  
**Recreation Program Coordinator - Summer Student Position**

**Job Description:**

- Coordinate activities relating to the on-site summer day camp program “Backyard Bonanza” in the cities of Belleville and Quinte West; these activities include:
  - Provide support to day camp leaders as required
  - Create and distribute promotional information
  - Develop required documentation for programming, i.e. forms, spreadsheets, schedules, special events, etc.
  - On-site registration of campers
  - Develop specific recreational programming in consultation with recreation providers in each locale and the Supervisor of Community Relations
  - Monitor activities in each location
  - Meet with campers’ parents if necessary, to discuss behavior and/or other issues
  - Meet regularly with the Supervisor of Community Relations and recreation providers to report program progress and concerns
- Assist with organizing social and recreational opportunities for low-income residents of social housing in Hastings County
- Other duties as assigned

**Skills/Qualifications:**

- Enrolled as post-secondary student (College/University) and returning to full-time education at a post-secondary institution in September 2018
- Strong computer skills (Internet, MS Programs)
- Strong interpersonal & organizational skills and ability to prioritize
- Experience/education in recreational programming and/or social services an asset
- Experience/education relating to children and youth required
- Valid “G” license and must have own vehicle or regular access to a vehicle
- Clear police background check
- Confidentiality Agreement must be signed

**Work Location:** Belleville and/or Trenton  
**Position Length:** May 22 – August 24, 2018  
**Closing date to Apply:** February 21, 2018

Please direct resumes to: [careers@hastingscounty.com](mailto:careers@hastingscounty.com)

*PLEASE QUOTE ‘SUMMER STUDENT Posting #2018-SUM-CHS-45 & 46 IN THE SUBJECT LINE WHEN APPLYING FOR THIS POSITION.  
FINAL LOCATION BEING FILLED MAY BE DIFFERENT FROM THAT POSTED.*

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity.*

*We thank all candidates who apply, but advise that only those persons selected for an interview will be contacted. “The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.”*