



Active Living Intern - Adults and Older Adults (26-ST01-1)

The Active Living Intern will take a team lead role in the planning, organizing, implementing, and evaluating various Active Living programs throughout the summer, including but not limited to outdoor recreation, sport, and adults and older adults active living programs. Successful candidates must demonstrate program leadership skills, knowledge and understanding of program development, and facilitation in a recreation setting. This position involves supervising other summer staff, providing support to team members, and ensuring the smooth operation of the programs. The coordinator will also be responsible for performing additional duties as assigned.

May 4 – August 21, 37.5 hours per week \$19 per hour, based in Sydney with travel throughout CBRM required.

In this role, the Active Living Coordinator will:

- Plan, implement, facilitate, and evaluate recreation programs for adults and older adults
- Support recreation programs for children and youth as needed
- Supervise and lead team members including delegation of tasks
- Monitor program delivery, ensuring objectives and outcomes are met.
- Assist with promotional efforts and encourage community participation.
- Evaluate program effectiveness and suggest improvements based on feedback and observations.
- Perform administrative tasks, such as tracking attendance, reporting on program outcomes, and assisting with budgeting.
- Assist with creating marketing materials and program promotion
- Lead program set-up and clean-up.
- Address any issues or concerns that arise during program delivery.
- Maintain a positive, supportive atmosphere for participants and staff alike.
- Assist Recreation Coordinators with staff scheduling
- Complete other duties as assigned by management.

Required Qualifications:

- Ability to work full time in Canada
- Excellent communication skills in English
- 2+ years experience working in recreation, sports, or events
- Working knowledge of harm reduction, anti-racism and inclusion, and accessibility
- Class 5 drivers license and willingness to drive within CBRM
- Be willing and able to work flexible hours including days, evenings, weekends, and holidays as required
- Possess strong leadership, interpersonal, organizational, and public relations skills
- Able to work both independently and part of a team

Preferred Qualifications:

- First Aid and CPR certification would be an asset
- Working knowledge of recreation programs & events
- General geographical knowledge of the CBRM
- Additional related skills and/or certifications
- Knowledge, training, and certification in High Five, Fundamental Movement Skills, Stand Up Paddle, Kayak, OCC Field-leader training, NLS National Lifeguard, Community Gardens, Cycling, Gender Equity and Emergency First Aid are considered an asset.

Working Conditions:

- Mix of office, indoor and outdoor settings
- Working outdoors in various weather conditions (rain, wind, heat)
- Lifting up to 35 lbs
- Days, evenings, weekends, holidays as necessary