

EMPLOYMENT OPPORTUNITIES

Hepburn Parks and Recreation / Town of Hepburn

After School Program Coordinators - 2 positions

This is a seasonal position which runs from **November 1 to April 30**. The successful candidates will be responsible for the following duties:

- Oversee and supervise children (aged Kindergarten to Grade 5) in an after-school setting.
- Collaborate with Parks and Rec Board rep to select and plan arts, culture, and skills programming.
- Recruit, train, and work with “**Youth Program Assistants**” and “**Community Volunteers**” to implement the programming.

The successful candidate must be able to:

- Work 5-15 hours per week (approximately).
- Provide a valid driver’s license.
- Demonstrate a friendly and positive personality.
- Work both independently and with a team.
- Complete successfully a criminal and vulnerable sector record check.
- First Aid/CPR/AED training is an asset.

Interested candidates are encouraged to submit a resume with at least 3 references no later than **Tuesday, October 10** to:

Hepburn Parks and Rec Board
c/o Town of Hepburn
Box 217
Hepburn, SK S0K 1Z0
Phone: 306-947-2170
Fax: 306-947-4202
Email: info@hepburn.ca

The position will remain open if qualified applicants are not found. NOTE: These employment opportunities are made possible by **COMMUNITY INITIATIVE FUND (CIF)**.

**Please note:*

- **Youth Program Assistants** will also be advertised for and hired for the program later on this fall (for ages 13 and up).
- **Community Volunteers** will also be advertised for and recruited for the program later on this fall (for adults).