

Township of Red Rock

Employment Opportunity

Recreation Program Coordinator Intern

1 YEAR CONTRACT POSITION

(with the potential to be extended to two years)

Job Description: The specific duties and key responsibilities of the intern will be (but not limited) to:

- Community consultation to determine desired recreation activities to be developed and identify partnership opportunities
- Develop, promote, and deliver recreational programming for various age groups at the Recreation Centre and within the community of Red Rock
- Creating blog posts/editorial content regarding the benefits of physical activity, recreation programs and activities
- Work with staff/departments and other committees & local organizations for program and event development and delivery
- Manage and work within a designated budget for program delivery while ensuring best value for money and reasonable participant fees
- Undertake continuing education on the safe delivery of recreation programs
- Identify opportunities for recreation infrastructure and equipment enhancement
- Work with the CDO on identifying, applying for, and implementing recreation funding opportunities
- Track user/participant data for reporting and recommendations

Requirements:

- Must be a new entrant into the workforce, are transitioning into a new career, unemployed or underemployed entering a new field
- Have not previously participated in an NOHFC funded internship in 2020
- Must be 18 years of age or older
- Must be legally eligible to work in Canada
- Once hired, must reside in Red Rock or Northern Ontario for the duration of employment

Application Deadline: Wednesday, May 18, 2022 at 4:00pm

Interested applicants are invited to submit their resume, references and cover letter highlighting their qualifications as they relate to the position to:

Corporation of the Township of Red Rock
Attn: Mark Figliomeni, CAO
42 Salls Street, P.O. Box 447
Red Rock, ON P0T 2P0
cao@redrocktownship.com

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program.

