

Job Description

RESORT VILLAGE OF CANDLE LAKE



JOB TITLE:	Summer Student – Recreation	JOB CATEGORY:	Recreation
Department/Group:	Recreation & Community Relations	Direct Reports	Recreation & Community Relations Manager
Reports to	Brent Lutz	Travel required:	None
Secondary report	Brent Lutz - CAO	Position type:	Recreation
Equipment provided	Yes	Date posted:	February 24, 2025
Salary Range	21.86 per hour	Posting expires:	Until Filled

APPLICATIONS ACCEPTED BY:

Email	cao@candlelake.ca	Special Requirements	None
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JOB DESCRIPTION

Role and Responsibilities:

The Resort Village of Candle Lake is seeking a dynamic and enthusiastic Summer Student to join our Recreation and Community Relations department for the summer of 2025. The successful candidate will be responsible for planning, delivering, and supporting a variety of recreation and cultural programming opportunities for the community. The position will also include providing administrative support and assisting with some maintenance tasks as needed.

Preferred Qualifications and Education

- Grade 12 or equivalent
- Valid Class 5 Driver's License
- First Aid and CPR "C" Certificate
- Preference will be given to students enrolled in a degree or diploma program
- Must provide Criminal Record Check and Vulnerable Sector Check

Required Skills

- General administrative duties
- Being able to multitask
- Assist in record keeping, filing, and research
- Maintain a clean and safe work environment
- Previous experience in a maintenance or operations role is an asset
- Willingness to learn and operate various types of equipment

Additional Notes

- Strong communication skills, both verbal and written.
- Ability to work well under pressure in a fast-paced environment.
- Must be comfortable using computer systems and basic office software.
- The position requires flexibility, as some weekends and evening work is necessary.
- Attend and complete SPRA Play Leadership Workshop.

Primary Duties:

Recreation Program Planning and Delivery: Plan, prepare, and implement recreation and culture programs for summer participants.

Record Keeping: Assist in keeping accurate records of program participation and related documentation.

Equipment and Supplies Management: Maintain and track the use of recreation equipment and supplies.

Vegetation Control: Grass cutting, whipper snipping, and other related tasks.

Facility and Equipment Maintenance: Painting, sign installation and repair, road patching, etc.

Customer Service: Provide exceptional customer service to program participants and the general public.

Promotion: Actively promote recreational activities and opportunities to engage the community.

Other Duties:

Perform any other duties as required to support day-to-day operations.