

Job Description

RESORT VILLAGE OF CANDLE LAKE



JOB TITLE:	Summer Student – Recreation	JOB CATEGORY:	Recreation
Department/Group:	Recreation & Community Engagement	Direct Reports	Recreation & Community Engagement Manager
Reports to	Erin Maloy	Travel required:	None
Secondary report	Brent Lutz - CAO	Position type:	Recreation
Equipment provided	Yes	Date posted:	February 11, 2026
Salary Range	22.34 per hour	Posting expires:	Until Filled

APPLICATIONS ACCEPTED BY:

Email	parksrec@candlelake.ca	Special Requirements	Criminal Record and Vulnerable Sector Check
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JOB DESCRIPTION

Role and Responsibilities:

The Resort Village of Candle Lake is currently seeking a dynamic and enthusiastic Summer Student to join our Recreation and Community Engagement department for the summer of 2026. The successful candidate will be responsible for planning, delivering, and supporting a variety of recreation and cultural programming opportunities for the community.

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 recreation role

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

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

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.

REVIEWED BY: Erin Maloy

DATE: February 11, 2026

Approved by: Brent Lutz

Date: February 11, 2026