



Youth and Recreation Leader (32-35 Hours per week) Town of Saint Andrews

On the shores of Passamaquoddy Bay, everything about our Town is special, including our status as a National Historic District with 300 + Heritage buildings. Saint Andrews is a treasure trove of beautiful architecture, stunning scenery and rich marine life. Today we offer all the features of a thriving modern resort voted by USA Today as the Best Place in Canada to Visit in 2017. A visitor destination since the late 19th century, it is also a major centre of marine science research and education with the Saint Andrews Biological Station, the Huntsman Marine Science Centre and Aquarium and the New Brunswick Community College. Newly expanded to include the 3 communities of Bayside, Chamcook and Saint Andrews, you will be serving a population of approximately 2,900 residents as well as our seasonal and tourist population.

Working closely with the Recreation Manager, the Youth and Recreation Leader will be an important asset in the planning and execution of recreational programs and events for all ages in the Town of Saint Andrews.

Responsibilities of the role include but are not limited to:

- Working at the Community Youth Activity Center to assist the supervisor in the programming and supervision of youth ages 12-18.
- Assist the Manager in the planning and delivery of community events and programs for people of all ages within the local region.
- Ability to work as in a team environment or independently.
- Due to the nature of our recreational offerings, the successful candidate must be willing to work evenings, weekends, or holidays as required.
- Employ inclusive and adaptive programming principles to cater to all participants and resource additional support as deemed necessary.
- Maintain a safe and organized area both during and outside of core programming hours
- Maintain program and facility equipment, during activity set up and tear down in a clean and orderly manner.
- Communicate and enforce guidelines to ensure a safe and controlled environment while paying keen attention to accident/incident prevention.
- Understanding of Child Protection Policies and Practices.
- Act as a coach, teammate and mentor to participants.
- Assume additional duties including training and meetings as required.
- Encourage and engage participants to develop volunteer opportunities within the programs.

Requirements of the role include:

- Completion of Grade 12 or equivalent.
- Post-secondary education related to Recreation or youth is considered an asset.
- Valid Class 5 Drivers License and a clear driver's abstract.
- Must be outgoing and a people person as you will be constantly engaging individuals of all ages and abilities.

- Must pass a Criminal Record Check involving the vulnerable sector.

*Interested candidates should apply to **careers@townofstandrews.ca** or by mail to **212 Water St, St. Andrews, NB E5B 1B4** on or before **May 15, 2023** with a resume and cover letter and with the job title in the subject line. The Town of Saint Andrews appreciates all candidates for their interest; however, only those selected to continue in the selection process will be contacted.*

We are an equal opportunity employer who recruits, trains, pays and promotes employees fairly and equally regardless of race, gender, ethnicity, religion, age or physical status.