



Rideau Lakes

EMPLOYMENT OPPORTUNITY

Youth Recreation and Leisure Assistant (Student)

The Township of Rideau Lakes is seeking an individual for a Part-time Seasonal Contract position as a Youth Recreation and Leisure Assistant (Student) throughout the school year, in Elgin.

POSITION SUMMARY:

The Youth Recreation and Leisure Assistant is a part-time seasonal contract position with employment dates consistent with the school schedule. The position provides support to the Youth Recreation and Leisure Leader during weekly after-school programs at the Elgin Community Hall and possible PA Days, Winter Break and March Break programming.

EDUCATION / EXPERIENCE / SKILLS TRAINING:

- Must be a minimum of 14 years of age by the start date of the contract, with Proof of attendance at secondary/high school or college/CEGEP pre-university (CRA SU01-SU02)
- Experience working with children and youth is an asset
- Desire and ability to work with children and youth
- Interpersonal skills to interact with staff, volunteers and the public
- Current Criminal Record Check (Vulnerable Sector)
- Valid CPR/First Aid Certificate is an asset

KEY RESPONSIBILITIES

- Assist with ensuring the safety and well-being of all children in the program.
- Assisting with the supervision of children during activities, both indoors and outdoors.
- Assisting with the implementation of program plans, which may include arts and crafts, sports, games, and other activities.
- Encouraging participation in program activities
- Helping to create a warm, welcoming, and inviting environment for children.
- Assisting with preparing and setting up activities
- Assisting with daily clean-up and maintaining a tidy program space.
- Following program policies and procedures.
- Representing the organization in a positive and professional manner.
- Adhering to health and safety guidelines.
- Being a positive role model for the children in the program.

The regular working hours for this position are 3 hours weekly, Wednesdays, 3pm to 6pm. The hourly wage range is \$16.20 to \$17.70, Band 1A Start Step, 2025 Pay Grid. Interested applicants should send their resume and cover letter **no later than August 4, at 4p.m.** to:

Shellee Fournier, CAO, 1439 County Road 8, Delta, ON K0E 1G0
sfournier@rideaulakes.ca

We thank all applicants for their interest, however, only candidates to be interviewed will be contacted.

The personal information collected will be used according to the Municipal Freedom of information and Protection of Privacy Act for the purpose of candidate selection.

Rideau Lakes is an equal opportunity employer, committed to ensuring all candidates can take part in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodation to ensure you can take part fully and equally during the recruitment and selection process.