



## RECREATION AND PARKS ASSOCIATION OF NUNAVUT

### SUMMER EMPLOYMENT OPPORTUNITY

#### **Territorial Get Happy Summer Day Camp Coordinator (2 Positions)**

“You have the chance to make a difference in the lives of a child this summer...”

#### **Contract Program Coordinator**

Closing Date: April 26<sup>th</sup>, 2019

Organization: Recreation and Parks Association of Nunavut (RPAN)

Availability: June 10<sup>th</sup> – August 16<sup>th</sup>, 2019 (could lead to possible other RPAN contract work)

Work location: Home Based Office (depending on resident community, may have an office)

#### **BACKGROUND:**

The Recreation and Parks Association of Nunavut (RPAN) is a not for profit organization committed to enhancing the quality of life for individuals and communities in Nunavut through recreation. Established in 2012 the Association is focused on working with communities to improve the quality and the level of recreation services in our communities.

The role of RPAN is to work with our partners in determining the recreation needs of Nunavummiut and to develop and enable a system of delivery of partners, community groups, service clubs, and a volunteer and staff driven network of opportunities.

#### **JOB SUMMARY**

The Recreation and Parks Association of Nunavut is looking for two innovative, responsible, enthusiastic and outgoing individuals for the seasonal ten week contract position of Territorial Get Happy Day Camp Coordinator.

The Day Camp Coordinators are act as a leaders and assist camp staff in fourteen communities in providing participants with a fun and safe camp experience. The Camp Coordinators will provide guidance and support for all fourteen participating Get Happy Summer Day Camp program communities and maintain a positive relationship with staff.

The successful candidates will be required to work from their home office. He/she must have personal laptop/computer with Office program and internet.

He/she will report directly to the Executive Director and will coordinate existing programs.



## RESPONSIBILITIES

- Participates in the training and orientation program for summer camp staff and volunteers. June 17<sup>th</sup> – 20<sup>th</sup>, 2019, Yellowknife
- Prepare communication plan with communities including: facebook, biweekly conference calls, email
- Travel to communities
- Work with and support supervisors from participating communities
- Assists in the preparation of an end of summer camp report, and other reports as required by Program Funders.
- Other duties as RPAN may see fit.

## REQUIREMENTS:

- Applicants must meet the funding criteria, and be between the ages of 16 and 30 years, a current full-time student and must be returning to school full-time in Fall 2019.
- Applicants must have personal computer or laptop
- Demonstrates background in planning and programming for children between the ages of 6 - 12 years
- Up-to-date certifications in First Aid & CPR-C, or willing to complete
- Up-to-date Vulnerable Sector Screening and/or Criminal Record Check...must be completed by June 01<sup>st</sup>, 2019
- Strong communication and teamwork abilities
- Ability to work without supervision
- Ability to use Microsoft Office, Word and Excel

Employment Start Date: June 10<sup>th</sup>, 2019

Contract Duration: ten week contract. Could lead to other RPAN contract work.

## HOW TO APPLY

Email resumes and letters of application to: [dcurrie@rpan.ca](mailto:dcurrie@rpan.ca)

Resumes must be submitted by 5:00pm EST, on April 26<sup>th</sup>, 2019

We thank all applicants for their interest, only those selected for an interview will be contacted and all job offers are subject to a satisfactory criminal record check.

To learn more about who we are and what we do, please visit our website at [www.rpan.ca](http://www.rpan.ca).