

**TOWN OF NEW GLASGOW
SUMMER YOUTH EMPLOYMENT
RECREATION ASSISTANT**

The Town of New Glasgow is seeking to fill a recreation assistant youth employment opportunity within the Department of Community Development. The employment period is May 15 until September 1, 2023 (16 weeks). Regular hours are Monday to Friday 8:30am until 4:30pm, overtime and afterhours support may be required from time to time.

Applicant Requirements:

- Applicants must be between 15 and 30 years of age at the beginning of the employment period,
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Roles and Responsibilities:

- Aid in the development of recreation initiatives for all ages.
- Facilitate recreation initiatives for all ages.
- Aid in the evaluation of completed initiatives.
- Partner with community organizations on recreational activities.
- Facilitate the Equipment Loan Program.
- Support special events, activities and projects as required.
- Assist with the development of marketing materials (ex: posters, e-mails, website content) for recreational activities in New Glasgow.
- Other duties as assigned by supervisor.

Closing Date and Applications:

- Applications must be received by 11:59pm on Sunday, March 26, 2023. By e-mail to recreation@newglasgow.ca or in person to New Glasgow Town Hall (111 Provost Street, New Glasgow) Attn: Veronica Deno.
- Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.
- The Town of New Glasgow is an equal opportunity employer, values diversity and inclusiveness and encourages applications from all qualified candidates including indigenous people, visible minorities, people with disabilities and women. We thank all those who apply; however, only those selected for an interview will be contacted.