



**Membertou**  
WELCOMING THE WORLD!

## Employment Opportunity

**Job Title:** Student Recreation Supervisor (Term)  
**Department:** Administration  
**Reports to:** STEP-UP Coordinator  
**Term:** June 26, 2023 to August 18, 2023 (8 weeks)  
**Salary:** \$15.50 per hour (32.5 hours per week)

### Duties and Responsibilities:

- Plan and provide a schedule in advance to the STEP-UP Coordinator.
- Identify a budget that will be required as related to the activities.
- Do not exceed the allocated budget.
- Have a backup plan for days that outdoor activities are cancelled.
- Ensure that student workers understand what they are required to do.
- Attend the student orientation and any other training / workshops that the students are required to attend.
- Supervise the assigned students to ensure they are performing their duties.
- Create a schedule for the students in order to ensure supervision ratio.
- Keep track of student daily hours.
- Keep daily attendance of day camp participants.
- Ensure a safe environment for camp participants and student camp workers.
- Ensure all equipment is returned and kept in a secured place.
- Provide a report of all hours to the STEP-UP Coordinator.
- Report to the STEP-UP Coordinator if any issues arise.
- Provide a report to the STEP-UP Committee as needed.
- Complies with Band Personnel Policy.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Any other duties that may be required by the STEP-UP Committee or the STEP-UP Coordinator.

### Qualifications:

- Must be a post-secondary student who is qualified for employment under the Membertou STEP-UP Program
- Clear Criminal Record and Child Abuse Registry Check
- Communication skills - oral and written
- Experience with supervising and coordinating
- Experience working with a budget
- Experience working with youth and children
- Must work well with others

Resumes and Cover letters and/or Applications can be submitted to:

Membertou METS Office  
**Attention: John Marshall or Breezy Christmas**  
47 Maillard Street  
Membertou, NS B1S-2P5

Or via email to:

[johnmarshall@membertou.ca](mailto:johnmarshall@membertou.ca)  
[breezychristmas@membertou.ca](mailto:breezychristmas@membertou.ca)

**DEADLINE FOR APPLICATIONS: Friday, June 2<sup>nd</sup>, 2023 @ 1:30pm AST**

*Thank you for your interest, however, only those selected for an interview will be contacted.*