



Membertou
WELCOMING THE WORLD!

Employment Opportunity

Job Title: Student Recreation Supervisor (Term)
Department: Administration
Reports to: STEP-UP Coordinator
Term: June 16, 2025 to August 8, 2025 (8 weeks)
Salary: \$17.00 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: Cindel Knockwood or Breezy Christmas

47 Autwen Ma'sl Awti

Membertou, NS B1S-2P5

Or via email to:

cindelknockwood@membertou.ca

breezychristmas@membertou.ca

DEADLINE FOR APPLICATIONS: Friday, June 6, 2025 @ 1:30pm AST

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

Membertou reserves the right to pause, extend or revoke this posting at any time without notice.