



## **SUMMER EMPLOYMENT OPPORTUNITIES**

### **PUBLIC WORKS YARD – SUMMER STUDENT LABOURER**

Under the supervision of the Crew Leader, Utility Technician or Department Leader, the Summer Student works with a crew maintaining the existing District of Kitimat infrastructure installations including:

- Grass cutting with push mower or weed eater
- Brushing, cutting and handling of wood
- General clean-up of public areas, including litter and vandalism removal, and minor painting.
- Traffic Control during roadwork projects
- Operation, cleaning and basic maintenance of tools, equipment and vehicles
- Assist with landscaping and grounds maintenance
- Assists with maintaining roadway shoulders, ditching, culverts, clear catch basins, outfalls, drains, walkways and roadways
- Assist with crack sealing of roadways
- Assist with water and sewer service repairs and flushing of water mains
- Assists in bus shelter repairs / cleaning
- Work with concrete/hot asphalt to assist with the maintenance or repairs of road and walkway infrastructure

#### **Students must have the ability to:**

- Operate a two-way radio/cell phone
- Follow safe work practices and direction from supervisors and co-workers
- Carry out safety and maintenance inspections
- Maintain a safe worksite
- Work in close proximity to high noise levels, open water, sewage, high voltages, hot motors, excavations, ladders, confined spaces (non-entry), concrete and hot asphalt
- Work in proximity to underground utilities
- Safely operate and perform basic maintenance on all equipment used to carry out projects
- Safely operate hand tools (training will be provided)

#### **Qualifications/Certifications Required:**

- Driver's license, Class 5 / 7N
- WHMIS
- Traffic Control Person (flagging) training/certification – this is a BCCSA two day, in-person course. An online course is not acceptable. Must provide proof of current certification or registration in a two day course which will be completed before summer employment begins on approximately May 8, 2023.

## **SUMMER YOUTH EMPLOYMENT OPPORTUNITIES**

### **LEISURE SERVICES DEPARTMENT – SUMMER SUPERVISOR**

Under the supervision of the Recreation Programmer, the Summer Supervisor will be responsible for promotion of all summer programs (Playgrounds, Sports, Pre-School and Outdoors).

#### **Duties will include:**

- Directly supervises the Outdoor, Sports and Pre-School and Playground Coordinators and Summer Program Leaders, in conjunction with the Riverlodge Recreation Programmer
- Promotion of all summer programs in the community (Pre-School, Sports, Outdoors, Playgrounds)
- Provides resources and direction to the Coordinators
- Prepares and assists in Coordinators and Summer Program Leaders in-house training
- Computer Work (Data Entry)
- Collection and photocopying of promotion items, reports and hand-outs
- Weekly radio reports/News Releases
- Following of policies and procedures protocol
- Assist in the coordination of volunteers and coordinate and plan the special events with the Coordinators i.e. Summer Kick Off, Parade and Summers' End Event
- Coordinate special trips and assist in purchasing supplies for outdoor camping trips
- Coordination of photographic/video documentation of the summer activities
- Keeping records and writing weekly/monthly reports
- Purchases all supplies for summer programs on a weekly basis
- Assists in conducting weekly staff meetings
- Oversees schedules of vehicle usage and drivers
- Changes program displays bi-weekly, as well as other in-town promotional materials
- Assist the Recreation Programmer in employee evaluations and supervision of summer staff
- Ensure the smooth day to day operations of the Kitimat Leisure Services Summer Programs
- Upkeep records – program attendance, lesson plans, inventory lists
- Attend weekly Coordinator meetings
- Adhere to the District of Kitimat's Policies and Procedures
- Notify Supervisor of any program concerns and/or incidents

This job will provide direct experience in leadership skills, planning, coordination, working with others and using community resources. It will also provide skills in office administration, record keeping, staff supervision, and marketing.

The Summer Supervisor will be provided mentoring in the operations of a municipal Leisure Services Summer Program as it relates to purchasing, promotion, public relations and staffing issues. The incumbent will receive support from the Recreation Programmer and the Deputy Director of Leisure Services.

#### **Qualifications/Certifications:**

- Required - Current Class 5 Driver's License or be obtaining it during the summer months
- The following certificates would be an asset. If candidates do not have these certificates, in-house training for them will be provided:

WHIMIS, First Aid with CPR C, health and safety courses such as Bear Aware, Food Safe and attend In House Training which includes District of Kitimat Policy and Procedures for a healthy and safe workplace. In addition, the incumbent will be required to attend High Five Training.

## **SUMMER YOUTH EMPLOYMENT OPPORTUNITIES**

### **LEISURE SERVICES DEPARTMENT – SUMMER COORDINATORS**

The **Outdoors Coordinator** will be responsible for direct programming of day camps, overnight camping trips and hikes for youth ages 6-12 years. The Outdoor Coordinator will supervise three Outdoors Summer Leaders for safe operation of the summer outdoor programs.

The **Playground Coordinator** provides day to day coordination and supervision of Kitimat Summer Playground Programs to coordinate on-going leadership training throughout the summer for (4) Playground Leaders. The incumbent will coordinate the promotion, organization, and planning of the playground programs within an elementary school setting.

The **Sports Coordinator** will be responsible to plan, organize, promote, supervise and direct the operation of a number of sports camps for youth ages 6-12 years including day camps of various sporting activities. The Sports Co-ordinator is responsible to supervise three Summer Leaders in relation to the safe operation of the sports programs.

The **Pre-School Coordinator** is responsible to plan all the art and Pre-School program activities. The Pre-School Coordinator is responsible to supervise three Summer Leaders in relation to the safe operation of the Pre-School programs.

Coordinators will be provided mentoring in the operations of a municipal recreation program as it relates to purchasing, promotion, public relations, budgeting and staffing issues. Coordinators will receive support from the Recreation Programmer and the Summer Supervisor. This job will provide both supervisory and practical experience in dealing with youth, volunteers and paid program leaders. Experience will include work within a municipal government and with senior recreation staff.

#### **Students in the Coordinator positions duties will include:**

- Train Leaders in specialized skills and program planning sessions
- Supervision of and evaluation of Leaders
- Ensure adequate assistance and/or supervision in the activities to ensure safety, instruction, individual attention, and participation
- Program planning with Leaders
- Working within the frame work of municipal government systems
- Work with both the media and target participating groups to advertise and promote the summer programs
- Report writing
- Record and budget keeping
- Participation in all training workshops
- Program evaluation and recommendations for the following year
- Co-ordination with local volunteer groups
- Ensure adequate supplies and equipment are ordered and prepared for all programs each day
- Upkeep records and ensure completed correctly – program attendance, lesson plans, inventory lists, incident reports
- Attend weekly Coordinator meetings
- Adhere to District of Kitimat's Policies and Procedures
- Notify Supervisor of any program concerns and/or incidents

#### **Qualifications/Certifications:**

- Required - Current Class 7 Driver's License or be able to obtain, (class 5 preferred).
- The following certificates would be an asset. If candidates do not have these certificates, in-house training for them will be provided:

WHIMIS, First Aid with CPR C, health and safety courses such as Bear Aware, Food Safe. In addition, incumbents will be required to attend High Five Training.

## **SUMMER YOUTH EMPLOYMENT OPPORTUNITIES**

### **LEISURE SERVICES DEPARTMENT – LEADER**

Summer Leaders (Outdoors, Playgrounds, Sports, Pre-School) provide assistance in the promotion, organization, supervision and operation of District of Kitimat summer programs and activities. Summer Program Leaders will be responsible for any equipment/facility used, and will also provide direct program leadership and supervision of the program participants. The Summer Program Leader is a representative of the District of Kitimat and is expected to carry out all duties in a responsible and mature manner. The Summer Program Leader will be expected to assist in planning program activities, provide necessary leadership and participation in order to evaluate the activities and programs.

#### **Students in the Leader positions duties will include:**

- Provide program leadership and participation
- Assist in program evaluation
- Assist in the supervision and safety of program participants
- Assist in the preparation of equipment/supplies for program activities
- Notifying supervisor of equipment requests
- Maintain equipment and supplies
- Upkeep records - program attendance, lesson plans, inventory lists
- Attend weekly staff meetings at Riverlodge
- Adhere to the District of Kitimat's Policies and Procedures protocol
- Notifying supervisor of any program concerns, and or/incidents
- Assist in the implementation of any special events
- Ensure adequate assistance and/or supervision in all summer programs for the safety, instruction, and individual attention of all participants

This position will provide direct experience in leadership skills working with youth, program planning, work related experiences regarding responsibility and roles in the workplace.

#### **Qualifications/Certifications:**

- The following certificates would be an asset. If candidates do not have these certificates, in-house training for them will be provided:

WHIMIS, First Aid with CPR C, health and safety courses such as Bear Aware, Food Safe and attend In House Training which includes District of Kitimat Policy and Procedures for a healthy and safe workplace. In addition, the incumbent will be required to attend High Five Training.

## **SUMMER EMPLOYMENT OPPORTUNITIES**

### **FIRE DEPARTMENT - FireSmart Assistant (1 position)**

Under the direct of the Deputy Chief Prevention and supervision of the FireSmart Coordinator/Deputy Emergency Program Coordinator and with support/guidance from the Fire Department Administrative Assistant, the FireSmart Assistant will be responsible for assisting with the promotion, organization, supervision and operation of all FireSmart education and activities for the community.

#### **Duties and responsibilities include:**

- Provide and/or Assists/Changes FireSmart program when running displays/social media posts, as well as other in town promotional material as instructed/directed;
- Program leadership and participation;
- Provide and/or Assist FireSmart Program when running in program/event evaluations;
- Provide and/or Assist FireSmart Program when running in the supervision, implementation, planning and safety of the youth day camps/events;
- Assist in FireSmart in-house/ and training;
- Safety and well-being of participants/community;
- Provide and/or Assists FireSmart Program when running the preparation of equipment/supplies for events/program activities;
- Provide and/or Notify FireSmart Program Coordinator when program running of any equipment/supplies requests or any concerns and or/incidences;
- Responsible to assist in keeping equipment/supplies area neat in programs/events;
- Assist in the upkeep of any record keeping – program attendance, lesson plans, inventory lists, post overview notes;
- Assist with inputting into the weekly and annual reports, advertisements, radio reports, social media websites and platforms;
- Attend and may assist in Staff Meetings;
- Adherence to the District of Kitimat and Fire Department Policies and Procedures protocol;
- Computer Work (Data Entry);
- Provide and/or Assists/Changes FireSmart program when running displays/social media posts, as well as other in town promotional materials as instructed/directed;
- Assists in booking of vehicle for FireSmart activities

#### **Qualifications/Certifications Required:**

- Class 7 Driver's License or be able to obtain, (class 5 preferred)
- The following certificates would be an asset. If candidates do not have these certificates, in-house training for them will be provided:

WHIMIS, First Aid with CPR C, health and safety courses such as Bear Aware and Wilderness Safety, Fire Extinguisher training, FireSmart 101, Kitimat Emergency Program, Food Safe. In addition, the incumbent will be required to attend High Five Training, an industry standard for working with youth.

## **SUMMER EMPLOYMENT OPPORTUNITIES**

### **FIRE DEPARTMENT – Emergency Awareness Programmer (2 positions)**

Under the direct supervision of the Deputy Chief Prevention and supervision of the FireSmart Coordinator/Deputy Emergency Program Coordinator and with support/guidance from the Fire Department Administrative Assistant, the Emergency Awareness Programmer promotes fire safety and emergency awareness throughout the community to people of all ages. This is done through fire safety presentations, tours of the fire department, community events, home fire safety presentations and home safety assessments.

#### **Duties and responsibilities include:**

- Provide and/or assist with FireSmart Program when running fire safety and prevention presentations to schools, groups, hall tours, events, local work camps, summer youth day camps, outside groups like riverlodge, museum, library and seniors centre;
- Program leadership and participation;
- Provide and/or Assist FireSmart Program when running in program/event evaluations;
- Provide and/or Assist FireSmart Program when running in the supervision, implementation, planning and safety of the youth day camps/events;
- Safety and well-being of participants/community;
- Provide and/or Assists FireSmart Program when running the preparation of equipment/supplies for events/program activities;
- Provide and/or Notify FireSmart Program Coordinator or Assistant when program running of any equipment/supplies requests or any concerns and or/incidences;
- Responsible to assist in keeping equipment/supplies area neat in programs/events;
- Assist in the upkeep of any record keeping – program attendance, lesson plans, inventory lists, post overview notes;
- Attend staff meetings;
- Adherence to the District of Kitimat and Fire Department Policies and Procedures protocol;
- Computer Work (Data Entry);
- Provide and/or Assists/Changes FireSmart program when running displays/social media posts, as well as other in town promotional materials as instructed/directed;
- Assists in booking of vehicle for FireSmart activities

#### **Qualifications/Certifications Required:**

- Class 7 Driver's License or be able to obtain, (class 5 preferred)
- The following certificates would be an asset. If candidates do not have these certificates, in-house training for them will be provided:

WHIMIS, First Aid with CPR C, health and safety courses such as Bear Aware and Wilderness Safety, Fire Extinguisher training, FireSmart 101, Kitimat Emergency Program, Food Safe. In addition, the incumbent will be required to attend High Five Training, an industry standard for working with youth.