

THE CORPORATION OF THE TOWN OF KEARNEY

POSITION DESCRIPTION

JOB TITLE: Administration & Recreation Student (1 position)

DEPARTMENT: Administration

POSITION: Summer Student

WAGE CLASSIFICATION \$20.00/HR

REPORTS TO: CAO/Clerk or Designate

ANTICIPATED START DATE: June 29th, 2026 (Flexible)

SUMMARY OF POSITION

Recreation, events, and community engagement are vital to the livelihood and success of our community. Under the direction of the CAO/Clerk and Treasurer the Administration and Recreation Student is responsible for assisting in the office administration of the Town as well as revitalization, development and coordination of all municipal special events, recreation, and leisure programs. This position will also be working with the Community Engagement and Recreation Coordinator position. The municipality is looking for a person of interest that has great initiative, is innovative, engaging and community orientated. The goal of this position will be to provide and promote recreational opportunities to municipal residents and visitors, and to promote a healthy, active, and involved lifestyle in Kearney.

Primary Responsibilities

- Act as a liaison between the community and municipality with the objective to engage the public in finding ways to improve our community.
- Facilitate, create, run, coordinate, implement, and supervise a variety of municipal recreational programming and events of varying scales, types, and at various locations.
- Work as requested with our local community groups, local committees, and the Public Library.
- Develop information for municipal social media related to programming.
- Make recommendations and operational policies and procedures to ensure program participant safety and responsible risk management.
- Required to have great initiative, innovative, engaging and community orientated.
- Be a self-starter in developing and monitoring daily tasks, duties, and responsibilities.

Qualifications, Knowledge and Skills

- Currently enrolled in post-secondary education in Recreation Studies, Education, Event Planning, Marketing, Business or a related discipline, or a combination of significant demonstrated experience and education.
- Experience in planning and implementing special events and recreational programming, in a marketing capacity, or a relevant, preferably municipal setting.
- Experience with production and implementation of promotional content for events, websites, and social media.
- Experience with developing and implementing marketing plans and sponsorship packages.
- Demonstrate positive communication skills, when interacting and associating with the public.
- Excellent problem-solving skills and decision-making ability under pressure/tight deadlines.
- Knowledge of the Ontario Occupation Health and Safety Act and associated regulations.
- Valid First Aid, CPR, WHMIS, High Five Training an asset.
- Experience using Microsoft Office software (Word, Excel, Power Point).
- Ability to maintain strict confidentiality and unquestionable integrity.
- Valid G Class Driver's License with clean driver abstract will be required.

- Required to submit clean vulnerable sector screening verification (police record check) upon hire (if over 18 years of age)

Work Conditions

- Work is conducted in an office environment with some exposure to criticism from the public.
- requirement to balance priorities, verbally communicate to exchange information, deal with constant interruptions and changing demands during the course of a workday; occasions whereby an extremely short amount of time is available to complete a project or task (regularly); wide variety of tasks requiring ability to manage multiple projects; while maintaining a pleasant, professional and positive demeanor.
- Requirement for sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
- Working hours will be highly variable and may include evenings and weekends.
- Work may require medium to high physical exertion in the delivery of recreation activities and events.
- requires the ability to work independently and demonstrate exceptional time management.
- Work involves mental and visual concentration with frequent interruptions.

The work week will be an average of 40 hours a week. Typically, Monday to Friday 8:30am - 4:30pm but some evenings and weekends may be required in this position.

Behaviours and Competencies

- Self-motivated and able to multi-task in a fast-paced environment
- Always maintains confidentiality

Training

Staff will take part in initial training for:

- Health and Safety
- Harassment and Violence in the Workplace
- Customer Standards under Accessibility for Ontario with Disabilities
- Will meet with supervisor daily for safety meetings.