

Southeast College Summer Student Job Description

Summer Programmers/Students will be responsible to:

- Implement, coordinate, and execute structured summer programs for children 6-10 years of age.
- Act as a public relations ambassador(s) (liaison with schools, community groups and organizations.)
- Book, organize, promote, market, and provide tours
- Provide administrative duties such as budgetary, typing, filing, inventory
- Provide reports of activities
- Monitor and assess programs
- Other duties as assigned

Additionally, a valid Class 5 driver's license and the ability to conduct some day trips during regular hours of work, may be required. A vehicle will be provided. Other previous day camp experience is an asset. A satisfactory Vulnerable Sector Check recent within the last 6 months is required.

Qualifications, per the federal summer student program include:

- 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.