



**Town of Quispamsis
Community Services Department
P.O. Box 21085
Quispamsis, N.B.
E2E 4Z4**

2010 JOB DESCRIPTION

POSITION: Arts & Culture Park Student Coordinator (1)

The Arts & Culture Activities Coordinator will exercise professional judgement and will be responsible for the general operation of the summer's special events at the Arts & Culture Park. This employee will report directly to the Program Director.

DUTIES:

- ◆ Will exercise professional judgement and responsibility for the coordination of summer special events and activities. This involves assuring that all are of high quality and that the various aspects of quality programming are adhered to including planning, organization, safety, evaluations and promotion.
- ◆ Will be responsible for preparation of an end of season report including suggestions for future improvements.
- ◆ Will assist in coordinating, but not be limited to movie nights in the park, music nights in the park, and Canada Day celebrations. May create and deliver new events.
- ◆ Will treat first aid cases in accordance with qualifications, but shall refer all major treatments to the proper medical authorities. Will report all incidents and accidents to the Program Director immediately. Will follow up on these reports with parents and/or children involved.
- ◆ Will be supervised daily by the Program Director. Two performance and program appraisals will be conducted throughout the summer. Will recommend action and carry out policies and objectives of the Community Services Department.
- ◆ Will be responsible for assisting with the ordering and purchasing of supplies.
- ◆ Evening and weekend work.

QUALIFICATIONS:

- ◆ Preference will be given to residents of Quispamsis who are university or college students with a major in kinesiology or arts. Previous work and/or volunteer experience with special events is required.
- ◆ Must have current CPR/First Aid certification, or be willing to obtain before employment commences.
- ◆ Should have a valid driver's licence and reliable vehicle. Will be reimbursed for mileage.
- ◆ Must be personable, enthusiastic, motivated, outgoing, and have strong leadership qualities.

BENEFITS:

- ◆ This position will provide the student with valuable skills in the areas of leadership, communications and public relations. He/She will learn to be effective and responsible.