

Are you organized, creative and love working with children?

The Nanaimo White Rapids is hiring for an **Activity Coordinator**.

The Nanaimo White Rapids Swim Club is a non-profit, parent run, competitive summer swim club that was formed in 1966 with emphasis on personal improvement, to encourage both physical and mental development and to develop friendships that will last a lifetime.

Job Duties:

- Organize and facilitate fun, team building, fitness groups' activities for children/teens from ages 5-18.
- Consult with coaches regarding planning for each groups' activities.
- Work within the designated budget for summer activities.
- Create summer schedule/calendar of activities.
- Perform a risk assessment relating to each activity.

Qualifications:

The successful candidate will have relevant education and or experience in the area of child and youth care, education and/or recreation.

- Experience working with children/teens from ages 5-18.
- Positive attitude, enthusiasm and energy.
- Strong attention to detail, organized and adept at time-management.
- Demonstrated ability to think creatively.
- Must be an experienced leader, able to direct and instruct others in organizing tasks to be completed.
- Demonstrated time-management and organizational skills. Flexibility with changing priorities and ability to remain focused to meet targeted timelines.

Wage will be based on candidate's education and experience.

Flexible hours

Hours approximately 20-30 per week

(maximum hours depend on successful student employment grant)

Send resume and cover letter to: nwrsc.president@gmail.com

Application deadline: February 28, 2019