



STUDENT POSITION – SUMMER PROGRAMMING ASSISTANT

Job Description

Under the supervision of the Community Development Officer and the Community Life Department, the Summer Programming Assistant will contribute to the organization, planning, and management of summer events.

Key Responsibilities

Event Programming Participation

- Assist in the creation, planning, and organization of summer events (festivals, outdoor activities, workshops, concerts, etc.).
- Help coordinate teams and manage the resources required for each event.
- Provide support in the supervision of summer camps and during outings.

On-Site Presence During Events

- Ensure the smooth operation of events in progress.
- Welcome participants and facilitators.
- Support the real-time delivery of scheduled programming.
- Provide logistical and technical support during events.

Support to the Recreation Services Team During Major Events

- Work closely with the Recreation Services team to ensure the successful delivery of large-scale events.
- Assist with the management of facilities and required equipment.
- Ensure the safety and comfort of participants during events.

Required profile

- Hold a valid Class 7.2 driver's licence and have access to personal transportation to travel to and from work.
- Be currently enrolled in a secondary, college, or university program and confirm a return to studies in September 2026.
- Excellent written and verbal communication skills in French and English.
- Exceptional customer service skills.
- Autonomous, proactive, and solution oriented.
- Strong teamwork and interpersonal skills.
- Excellent organizational skills, strong follow-up abilities, and attention to detail.
- Demonstrate initiative, motivation, and the ability to work with minimal supervision; possess strong decision-making and crisis management skills.

Supervision / Training

- Mandatory training provided by the employer
- Supervision provided by the Community Living Department

Employment Period: June 22 to August 21, 2026

Work Schedule: Between thirty (30) and forty (40) hours per week, with flexible scheduling. Availability required for evenings and weekends.

Salary: Starting at 17.65\$ per hour

How to Apply

- Please clearly indicate your current level of education and your age in your résumé.
- Submit your cover letter and résumé to mireille.melanson@shediac.ca.
- The application deadline is February 25, 2026.

For more information, please contact Mireille Melanson, Human Resources Manager, at (506) 532-7000 or mireille.melanson@shediac.ca.

The Town of Shediac reserves the right to require a criminal record check as part of the hiring process.