



## 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:** May 11 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.