



Summer Village of Island Lake Summer Program Leader - Role Description

Under the direction of Summer Village of Island Lake representatives and the Summer Program Supervisor, the Summer Leader is responsible for delivering engaging summer programs for children and youth that reflect the interests of the Island Lake community.

Key Responsibilities

- Assist with planning and delivery of scheduled summer events and activities. This includes delivering age-appropriate programs for children and youth.
- Assist with set-up and clean-up of events and activities.
- Collect activity attendance registrations
- Build positive relationships with children, families, and community members
- Perform minor maintenance tasks such as garbage collection, painting, park weeding, and general upkeep
- Clean equipment and public washrooms, and other high-touch areas
- Assist with planning and implementing other Summer Village community events as needed (e.g. Island Lake Days)
- Take on additional duties as assigned
- HAVE FUN!

Qualifications

- Experience in recreational programming (particularly with children) delivery, or a related field, is beneficial
- Strong interpersonal skills and ability to connect with children and families
- Excellent organizational and communication skills
- Creative, enthusiastic, and self-motivated
- Have own reliable transportation
- Must have flexibility to work evenings and weekends as required

Position Details

- **Wage:** \$17 per hour
- **Hours:** Approximately 10-15 hours/week
- **Term:** Approximately July 1 to August 21, 2026 (programming begins early July)

These are part time roles and hours scheduled will depend on programming needs as determined by the Summer Program Supervisor.

Working Conditions & Requirements

This position is based within the Summer Village of Island Lake. While there is no formal office space, storage and meeting areas are available onsite. Administrative tasks and program planning may be completed remotely and submitted to Summer Village administration.

The successful candidate may be required to have a criminal record check prior to employment. The successful applicant will follow all applicable employment standards and health and safety policies.

To be eligible for this position, you must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen or permanent resident
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada

Deadline for Submissions: June 14, 2026. The positions may be filled prior to posting deadline.

Please submit resumes to: info@islandlake.ca

Your application should include your contact information, including phone number and email address.