

Position:	Summer Recreation Intern
Department:	Community Development – Parks and Recreation Division
Reports to:	Active Living Coordinator
Status:	Full-Time; Seasonal: May 11 to August 28, 2026
Location:	Various Locations in Antigonish
Salary:	\$18.75/Hour

General Accountability

Reporting to the Active Living Coordinator the Summer Recreation Intern will assist in summer program planning, registration, and general duties pertaining to the delivery of summer recreation camps and programs.

Working Conditions and Physical Environment

The Summer Recreation Intern will be expected to work outside the Town Hall for the majority of July and August. They will be supervising those providing summer camps in facilities outside of Town owned facilities. The Supervisor will also be expected to work some weekends and possibly some evenings for Town programming and events.

Working Relationships

Internal: Must have a good working relationship with the Director of Community Development, Active Living Coordinator, Summer Camp Coordinator, Summer Camp Leaders and Town of Antigonish Community Development staff. External: Must have a good relationship with the camp participants, and parents/guardians when called upon.

Responsibilities

- Provides direction to and supervises summer staff including assisting with hiring, monitoring, training and evaluation. Will be responsible for some on-site supervision of summer camps.
- Plans, coordinates and evaluates summer programs.
- Monitors day to day operations of summer programs.
- Creates social media for all summer programs.
- Enforces health and safety procedures.
- Distributes notices pertinent to the summer recreation programs i.e. notices to parents.
- Organizes and receives all camp registration. This includes corresponding with the Sport Hub to initiate the registration process.
- Assisting with the hiring of staff, training of staff, submitting payroll for staff etc.
- Assists the Active Living Coordinator with duties associated with the Multi-Sport program.
- Order program supplies for the summer recreation programs.

Qualifications

- Enrollment in programming related to children and youth. For example, Bachelor of Education, Human Kinetics, or Recreation Degree.
- Must have experience in leading children/youth programs.
- Must be a returning student.

Additional Skills and Abilities

- Must be highly organized.
- Must be able to work both in a team environment as well as independently.
- Must have knowledge in program development and lesson planning.
- Must have experience in leading children/youth programs.
- Must have excellent conflict resolution skills.
- Must have good communication skills.
- Must be proficient in computer skills (Word, Excel, Publisher).

Special Requirements

- Must provide a recent Criminal Record check with Vulnerable Sector Check
- Must have a valid First Aid/CPR certification;
- Valid driver's license (access to a vehicle is an asset)

To Apply

Interested candidates should submit a resume along with an accompanying cover letter by 12 noon, Thursday, April 16 , 2026 to the attention of Alana MacKay at jobs@townofantigonish.ca Please include the title of the position you are applying to in the subject line of the email.

Applications submitted beyond the closing date and time, or incomplete applications, will not be accepted. We thank all applicants for their interest, however only candidates selected for interviews will be contacted.

