



## **Central Manitoulin Summer Fun Program Assistant Job Description Summer 2025**

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The job description for the Summer Fun Program Assistant is outlined as follows.

1. Arrive at the Summer Fun Location on time
2. Instruct parents to fill out registration forms
3. Follow directions for daily events provided by the Summer Fun Leader.
4. Assist in organizing recreation activities for young children located at the Providence Bay Arena, including:
  - \* Arts and crafts
  - \* Games
  - \* Outings
5. Assist in set-up and clean-up of the area utilized at the beginning and end of each day.
6. Assist the Leader in providing and maintaining harmony within the group
7. Liaison with parents.
8. Emphasis on safety at all times.
9. Keep proper records: registration forms, permission forms, etc.
10. Report all accidents/incidents immediately.
11. You are responsible for filling out your weekly timesheet and submitting it to the Municipal Office.

The Summer Fun Program Leader shall be under direct supervision of the CAO/Clerk and/or designate and is expected to take direction from, and report to the individuals indicated.

Eligible students must be planning to return to school full-time in the fall, be eligible to work in Canada as well as be at least 15 years of age upon commencement of employment. Intake will remain open until positions are filled.

Please direct all inquiries, requests for job descriptions and applications to:

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Administrative Assistant

Municipality of Central Manitoulin

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