



EMPLOYMENT OPPORTUNITY Casual Skate Park Supervisor

The City of Charlottetown Parks and Recreation Department is looking for a Casual Skate Park Supervisor to oversee duties and responsibilities at the Victoria Park Skate Park for the upcoming season.

Responsibilities:

- Skate Park Supervisors must lead by example, get to know the patrons and build positive relationships.
- Complete day-to-day skate park maintenance including sweeping, picking up garbage, etc.
- Enforce the rules of the Skate Park (Helmet enforcement)
- Check washrooms hourly to ensure there has been no damage and assist with general maintenance.
- Keep attendance records and report for each day (i.e., date, time, staff person name, helmet enforcement issues, concerns, incidents, maintenance checklist, and washroom checklist) that are submitted at a bi-weekly staff meeting.
- Complete daily equipment safety checks for defects or broken equipment, and inspection of the surrounding area for hazards (immediately report any problems to program staff)
- To record any injuries or accidents and immediately report to the program staff.
- Maintain good public relations with participants, parents, fellow employees and be supportive of the Department and its programs.
- Must be prepared to assist with special events organized either directly by the recreation department or in cooperation with other groups and programs.
- Provide a final report, which will include a summary of activities, incidents, and future recommendations.

Qualifications:

- Must have the ability to work with children, teens, and young adults.
- Previous working experience supervising teen programs is an asset.
- Strong leadership and communication skills are required.
- Must be self-motivated and be able to work independently.

Hourly Wage: \$16.50 – 42 hours per week – Summer
30 hours per week – Spring and Fall

How to Apply:

Please submit a detailed resume and references by e-mail to jobs@charlottetown.ca, by 4:00PM on April 15, 2024, with the subject lined marked “**Application for Casual Skate Park Supervisor**”.

Only those applicants selected for an interview will be contacted.