



Summer Programming Coordinator

The 4-H Summer Programming Coordinator role will focus on the planning and facilitation of provincial 4-H programs and development of resources for 4-H programming. The focus will be on our two 4-H Summer Camps from July 27-August 2 in Big River and August 17 to August 23 in Fort Qu'Appelle.

(note: candidate MUST be available for these dates)

The ideal candidate is: outgoing and creative; responsible and organized; a good listener and strong communicator; enjoys working with youth ages 6 – 15; and is able to problem solve and exercise good judgment.

Duties:

- Assist in planning recreational and educational programming with direct links to the four pillars of 4-H (Agriculture & Food Security, Leadership & Community Engagement, Science & Technology, Environment & Healthy Living)
- Support the development, facilitate, and host in person 4-H Summer Camps at Big River and Fort Qu'Appelle (travel and week-long stay at each location required)
- Support the development and facilitation of a provincial livestock show
- Support 4-H staff in the planning, facilitation, and hosting of other provincial 4-H programs for youth taking place throughout the summer and fall.
- Conduct special projects, administrative support and provide assistance to other Council personnel, as requested.
- Position will provide a variety of work experiences in a small office environment.

Assets:

- Education or work experience related to agriculture, recreation, youth development, or event planning.
- Proficiency with the Microsoft Office suite
- Previous experience in a summer camp environment.
- Previous experience leading recreation/sport/art/music-based activities (coaching, music lessons, etc.)
- Previous experience with virtual education
- 4-H knowledge or experience.

About the role:

- This is a summer term position beginning in July and ending in August.
- The position will be based in the Provincial 4-H office in Saskatoon.
- Candidates must have access to a reliable vehicle and a valid driver's license
- Must produce a clean criminal record check and complete additional youth safety training.
- 4-H welcomes all applicants! Note - candidates must be between 15 - 30 years old. Preference may be given to those that are returning to school full-time in the fall, or those who face barriers to accessing work experience.

Contract length: 8 weeks

Application deadline: 2024-05-08

Expected start date: 2024-07-03

Job Types: Full-time, Part-time, Temporary

Salary: \$15.00 per hour

To apply, or request additional information, please email resume and cover letter to Shelby Longworth, Provincial Programs Manager at shelby@4-h.sk.ca .