





Summer Student Job Description - Example

Job Title:	Event Coordinator 	Job Category:	Summer Co-op
Organization:	*NAME* Lawn Bowling Club	Travel Required:	Less than 10%
Location:	*Location*	Position Type:	Contract
Level/Salary Range:	Level/Salary Range 	Date Posted:	*Date Posted*
HR Contact:	*Contact Info*	Posting Expires:	*Posting Expires*
Hours	30-35 per week	Starting Date:	April 24, 2023 

External Posting URL:	*External Posting URL-> insert webpage where the job ad is posted* 
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Applications Accepted By:

<p>EMAIL:</p> <p>Subject Line: Summer Student Job Application *Email Address*</p>	<p>MAIL:</p> <p>Name Company Name Address City, Province, Postal Code</p>
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Job Description

ROLE AND RESPONSIBILITIES 

The successful candidate will be trained as a National Coaching Certification Program (NCCP) Club Coach. They will use this training to be a host for group events, drop-in guests to the club, and new potential members. The candidate will also assist in our youth bowling program, help players with disabilities, and with existing members during regular play times. The candidate will be responsible for working within existing club COVID-19 guidelines for events attended by members and guests while lawn bowling at the club.

The candidate will draw upon their skills with social media (Facebook, Instagram, and other) to be a regular contributor to promote our club and its events through online photos and video content. The candidate will update and maintain the club's social media accounts and website.

The candidate may also be responsible for assisting the greens committee to maintain the greens and the surrounds. This may include cutting the greens, rolling the greens, and general maintenance. There will be other administrative duties as required (keeping records of total guests attended, etc.).

QUALIFICATIONS AND EDUCATION REQUIREMENTS

No qualifications or experience required. Must be eligible as per the Canada Summer Jobs Grant requirements.

PREFERRED SKILLS 

- Able to work both independently and as part of a team

- Strong written and verbal communication skills in English
- Social media expertise an asset
- Strong computer skills, including Microsoft Office, G Suite, website administration, SurveyMonkey
- Attention to detail, adhering to timelines, and capable of working with minimal supervision
- Customer service experience preferred, but not required

ADDITIONAL NOTES

This position is subject to the Canada Summer Jobs Grant requirements. This includes, but is not limited to:

- Applicants must be between the ages of 15 – 30 years of age at the beginning of employment
- Applicants must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred
- Applicants must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada

It is anticipated that this position will require 30-35 hours per week, with evening and weekend hours required. This position is anticipated to start April 24th and finish September 3rd.



Approved By:	<Club Name> Board of Directors	Date:	Date
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