



Small City...Big Opportunity!

Job Opportunity

Active Living Program Leader (Part-time)

Are you a motivated, well-organized, and energetic individual with a passion for community recreation? The City of Summerside is seeking an Active Living Program Leader to help create and deliver inclusive, engaging programs that enhance the quality of life for residents of all ages.

In this role, you will plan, coordinate, and lead a variety of recreational programs and community events. From PD Day camps and holiday programming to seasonal initiatives and signature events like the Annual Shipwright's Run, you will play a key role in bringing people together through active living opportunities.

Reporting to: Scheduling & Recreation Manager

Key Responsibilities:

- Plan, coordinate, and deliver a wide range of Active Living programs and events
- Lead day-to-day program operations, including PD Day camps, holiday programming, and seasonal initiatives (e.g., Active Winter, Summerfun)
- Coordinate logistics such as scheduling, registration, and facility bookings
- Ensure a safe, inclusive, and positive environment for all participants
- Provide leadership and supervision during program delivery
- Communicate effectively with participants, families, and team members
- Evaluate programs and recommend improvements for future offerings
- Assist with marketing and promotion of programs in collaboration with the team

Qualifications and Competencies:

- Strong organizational and planning skills with attention to detail
- Excellent communication and interpersonal skills
- Ability to lead groups and create engaging, inclusive programming
- Demonstrated enthusiasm for community recreation and active living
- Ability to multitask and adapt in a dynamic environment
- Experience in recreation programming, event planning, or leadership roles is considered an asset
- First Aid/CPR certification is considered an asset
- Bilingualism (English/French) is an asset

What You'll Gain:

- Hands-on experience in community recreation and event planning
- Opportunity to make a meaningful impact in the community
- Experience working with diverse age groups and program types



- Development of leadership, coordination, and public engagement skills

Hours of Work:

- 20-40 hours per week depending on seasonal programming demands
- Must be available to work flexible hours, including early mornings, evenings, weekends, and holidays


Rate of Pay:

- \$20.00 per hour

How to Apply:

Interested applicants are invited to submit a cover letter and resume. Please include "Active Living Program Leader" in the subject line of your email.

 **Email:** jobs@summerside.ca

 **Deadline to apply:** Tuesday, May 12, 2026, at **4:00 PM (AST)**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Summerside is committed to creating an inclusive, respectful, and accessible workplace for all employees.