

Big Rideau Lake Summer Internship

Timeline: June 24 to August 16

Pay: \$19/hour, 35 hours/week

Responsibilities:

1. Day Camp Coordinator

- Work with Camp Director to manage the day to day administration of camp
- Participate as a lead counsellor for the duration of camp. Support all staff.
- Registrations and payment and regular communication to attendees
- Supplies procurement - snacks, arts and crafts, other
- Daily plan development and execution
- Clean building each Friday and manage garbage & recycling

2. BRLA Social Engagement

- Working with the Communications Director to support BRLA social media communication.
- Responsible to create/adapt social content to regular posting on FB/IG (consider adding TikTok) that drives community engagement
- Scheduled post linked with BRLA events and communications calendar
- Regular updates to engage members and inform and celebrate the BRLA work and our community.

3. Event Support

- Working with key event leads (Fireworks, Summer Sounds, Movie Night, Teen Night, Regatta), provide event support as needed.
- Attend all and support event logistics - supplies, set up, clean up
- Volunteer coordination/support
- Takes initiative to add or improve events attendance and execution building on previous success

4. BRLA Priorities

- Support ongoing BRLA priorities such as support of Cow Island opening, Shoal Markers, Water Rangers, etc

Requirements:

- Post Secondary Student available to work from mid-June to end of August
- Member of the Big Rideau Lake Association
- Experience working with children and community events
- Experience planning and organizing events
- Strong organizational skills
- Ability to lead peers and manage people
- Needs to have their own transportation to and from Cow Island

Please send your resume and cover letter to recreation@bigrideaulakeassociation.com