



Rural Municipality of
WEST RIVER

Job Description: Leisure Activities Counsellor

Location: Rural Municipality of West River, PEI

Employment Type: Seasonal / Part-Time

Wage: \$16.00 - \$17.00/Hr (30 Hours – Week)

Reports To: Community Services Manager / CAO

Position Summary

The Rural Municipality of West River is seeking an enthusiastic and responsible Leisure Activities Counsellor to lead games, recreational programs, and engaging activities for children at various municipal properties. This role supports the development of inclusive, fun, and safe community experiences for local youth.

Key Responsibilities

- Plan, organize, and facilitate age-appropriate games, crafts, sports, and outdoor activities.
- Supervise children during activities, ensuring safety, engagement, and appropriate behavior.
- Set up and take down equipment and supplies for daily programming at multiple community locations.
- Communicate clearly and professionally with children, parents, and other municipal staff.
- Maintain a clean, safe, and welcoming environment at all activity sites.
- Adapt activities to meet diverse needs and interests of participants.
- Monitor attendance and report any incidents or concerns to supervisors promptly.
- Promote positive interaction, teamwork, and inclusion among participants.



Rural Municipality of **WEST RIVER**

Qualifications

- Experience working with children in a recreational, educational, or camp setting preferred.
- Strong interpersonal and leadership skills.
- Ability to work independently and as part of a team.
- Creative, energetic, and organized.
- Reliable transportation
- Current First Aid & CPR certification (or willingness to obtain).
- Clear Criminal Record Check and Vulnerable Sector Check required.
- Applicants must be students between the ages of 15 – 29 years and enrolled in school for the 2025-26 school year.

Work Conditions

Mostly outdoor work at parks, community halls, and recreational sites throughout the Rural Municipality of West River.

Must be available for flexible hours, including weekdays, occasional weekends or evenings, and holidays.

To Apply

Please submit your resume and cover letter to **cservices@westriverpe.ca** by **May 31, 2025**. Only those selected for interviews will be contacted.