

## Assistant Programmer - Summer Term

Position ID: J0326-0042

Job Type: Term Full Time

Department: Active Living

Number Of Positions: 2

Min Salary: \$23.14/Hour

Max Salary: \$23.14/Hour

Closing Date: March 23<sup>th</sup>, 2026

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As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

### The Opportunity:

- Assist the Active Start Coordinator with administrative duties to prepare and implement the summer camp program
- Assist with organization of training orientation for recreation leaders and training for volunteers
- Assist with coaching and mentoring of recreation leaders and volunteers
- Will be involved in planning and implementing a variety of activities, while ensuring the safety of children aged 4-12 years and volunteers aged 13-17 years
- Work with parents and children to ensure a successful day camp experience
- Lead activities for all age groups as needed or requested by coordinator and leaders
- Assist in running and organizing team meetings, planning mid-session break and team building

### You Bring:

- Minimum of 18 years of age
- Hold current Intermediate First Aid - CPR C/AED certifications
- 2 - 3 years of experience working with children in recreation programs and/or day camps
- 2 - 3 years of experience coaching/mentoring staff and/or volunteers (preference will be given to those with prior day camp supervision)
- An educational background in Recreation (Kinesiology, Physical Literacy), Education, Early Childhood Education or related post-secondary education
- Experience working with children with a disability or behavior challenges an asset
- Positive/proven leadership and mentoring background
- Strong communication skills
- Ability to work in a fast-paced environment
- Ability to prioritize and multi-task
- Ability to work with a large team and with various ages
- Excellent customer service skills
- Ability to coach in a positive and enthusiastic way
- Ability to work independently as well as part of a team

## **We Offer:**

The following benefits:

- EAP (Employee Assistance Program)
- Genesis Place pass

We believe connection and culture are the keys to our customer service. We do this through continuous learning, regular team building, and organizational social events so all employees have the knowledge to provide excellence in service to our community.

## **Additional Information:**

We are looking to fill one (2) position from this posting. The summer term will run from May 04 – August 31, 2026. The successful candidate must be available to work up to 40 hours per week during the length of the term, occasional evenings will be required (on Tuesdays/Thursdays starting June 2 until June 18). Candidate must be available for training on the week of June 28 - July 03 (July 1 not required)

If required a maximum of one (1) week unpaid vacation may be allotted during the term.

Accompanying your resume, please include a cover letter expressing your interest in this position.

## **Next Steps:**

Candidates are invited to apply online at [City of Airdrie - Job Opportunities](#). We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at [careers@airdrie.ca](mailto:careers@airdrie.ca) and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 10:00 PM MT (Mountain Time) on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.