



TOOLS 4 SCHOOL PROGRAM COORDINATOR

Position Type: Part time summer contract 12 weeks (June 12-July 7, 2017: 15 hours per week) (July 10-September 1, 2017: 30 hours per week) **Note: Applicants must be returning to school in September 2017.** A vulnerable sector criminal record check is required for employment.

The successful candidate must commit to work within NROCRC's model of Community Development.

Employment period: June 12, 2017 – September 1, 2017

Salary: \$15.00 hour

Job Area: Nepean

As the program coordinator you will be responsible for outreach, registration coordinating, facilitating and supervising sports/social and recreational activities in designated neighbourhoods. **Applicants must be willing to work daytime and evenings as needed.**

Principal responsibilities and duties

- Community Outreach to promote program
- Outreach to sponsors
- Coordinate community breakfast
- Register clients and coordinate pick up of backpacks
- Pack backpacks with supplies and supervise volunteers
- Database entry

Education

- Marketing, Fundraising, Special events Management or related education and experience

Qualifications-Experience

- Previous experience working with others in a team approach.
- Previous experience in fundraising, special events and promotion
- English is essential
- Minimum Emergency First Aid and CPR
- Good command of Outlook, Word, Exel, Publisher
- Database entry skills are necessary
- Ability to work independently

1547 Merivale Rd., Unit 240 (Emerald Plaza), Nepean, ON K2G 4V3
Tel: 613.596.5626 Fax: 613.596.1870
Website: www.nrocr.org

Please submit your cover letter and resume by 4:30 p.m., May 31, 2017

Reply to: Brad Spooner, Program Manager

By email: bspooner@nrocrc.org

We would like to thank all candidates for applying, however, only those selected for an interview will be contacted directly. Due to the high volumes of interested applicants, we will not be able to receive phone calls asking for more information on available positions.

NROCRC is an equal opportunity employer committed to building a diverse work team representative of the community we serve.

NROCRC welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.