



## PROGRAM COORDINATOR

**Position Type:** Part time summer contract 10 weeks (June 19-July 7, 2017: 15 hours per week) (July 10-August 25<sup>th</sup>, 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 19, 2017 – August 25, 2017

**Salary:** \$15.00 hour

**Job Area:** Nepean

The successful candidate 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 evening shifts.**

### Principal responsibilities and duties

- Community Outreach to promote activities
- Coordinate activities, scheduling and registration
- On-site Facilitation of designated activities
- Supervise Staff and volunteers in programs
- Communicate with parents
- Database entry

### Education

- Post-Secondary in Recreation, Physical Education, Sports Management, Social Work or combination of education and experience

### Qualifications

- Previous experience working with others in a team approach.
- 2 years related leadership experience in Sport/social or recreation activities for children and Youth
- English is essential
- Minimum Emergency First Aid and CPR
- Computer skills are necessary

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