



PROGRAM ASSISTANT

Position Type: Part time summer contract 7 weeks (30 hours 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: July 10, 2017 – August 25, 2017

Salary: \$11.40 hour

Job Area: Nepean

The successful candidate will be involved in coordinating and facilitating sports/social and recreational activities in designated neighbourhoods. **Applicants must be willing to work daytime and evening shifts.**

Principal responsibilities and duties

- Facilitate the I Love To Play Soccer Program
- Outreach in the community
- Facilitate other sport/social/recreation programs
- Database entry (attendance and registration information)

Education

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

Qualifications

- Previous experience working with others in a team approach.
- Previous facilitation of Sport/social or recreation activities for children and Youth
- English is essential
- Minimum Emergency First Aid and CPR
- Basic 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

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

Reply to: Brad Spooner, Program Manager

By email: bspooner@nrocr.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.

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

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