



Youth Program Coordinator

Work Area: West Ottawa and Barrhaven

Position Type: Part time contract: March 2018 – August 31, 2018 (25 hours/week) possibility of extension pending funding

SCOPE OF POSITION

This position is responsible for forming collaborative partnerships, outreach, program planning and implementation, activity delivery, staff and volunteer supervision. The position includes the coordination of multiple community based sport, social and recreation programs which reflect the needs of children, youth and adults.

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

Job Description:

- Connect with organizations to form partnerships to support programming
- Outreach and promote the programs to the community
- Create program plans
- Provide on-site activity supervision on a weekly basis as required
- Directly supervise support staff and volunteers in the delivery of activities
- Provide program participants with appropriate guidance and referral support when identified
- Maintain accurate registration and attendance documents
- Perform administration tasks as required including data entry
- Implement an evaluation process

Qualifications:

- University/College Bachelor degree/diploma in Phys Ed, Recreation, Sports management, Social Work and or equivalent education and experience
- A minimum of 2 years' experience facilitating and coordinating outreach and social/Sports/Recreation activities
- Demonstrated ability to supervise staff in outreach programs
- Excellent communication and interpersonal skills and demonstrated ability to work with diverse groups
- Experience with and sensitivity to the barriers faced by minority groups, people of different age and income, and an awareness of the issues that affect these groups
- **Minimum Emergency first Aid and CPR or willingness to obtain**
- **A Vulnerable Sector Police Records Check,**
- **Access to a vehicle is required**
- **Availability to work Friday evenings is required**

Rate of pay: \$18 hour

Please submit your cover letter and resume by 4:30 p.m., February 14, 2018

Reply to: Janet Donovan, Operations Coordinator

By email: jdonovan@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.