



PROGRAM COORDINATOR

Position Type: Part-Time Contract 28 hours weekly (some evening work may be required)

Employment Period: September 4, 2024 – March 31, 2025

Compensation: \$28 hour plus 4% vacation

Job Area: West Ottawa (Nepean)

SCOPE OF POSITION:

The individual in this position will work in collaboration with the community development team with a focus on partnership development, volunteer recruitment, screening and processing of volunteers as part of program delivery, program planning and implementation, outreach, registration, and staff supervision. The position may include some virtual programming for seniors, social and recreation programs for seniors, adults, youth and children.

The successful candidate must commit to work within Nepean, Rideau and Osgoode Resource Centre's model of Community Development.

Description:

- Identify and facilitating the development of programs, with neighbourhood residents and/or services to address community needs.
- Take an active role in community initiatives to increase the community's capacity to support their needs.
- Coordinate sport, social and recreation activities in designated neighbourhoods for children, youth and older persons (seniors)
- Screen, process and align volunteers with NROCRC programs and activities.
- Connect with organizations to form partnerships to support program development.
- Create program plans and monitor budgets.
- Provide on-site activity supervision based on program need.
- Directly supervise support staff and volunteers in the delivery of activities.
- Provide appropriate guidance and referral support for participants.
- Maintain accurate registration and attendance documents.
- Perform administrative work as per organizational needs.
- Represent NROCRC on various committees as required.
- Perform administration tasks, maintain case files using CIMS database.

Qualifications:

- University/College Bachelor, degree/diploma in Phys Ed, Recreation, Sports Management, Social Work, Community Development and or equivalent education and experience
- A minimum of 2 years experience planning, facilitating and coordinating community outreach and program delivery.
- Demonstrated ability to supervise program staff and volunteers
- Previous experience working with volunteers.
- Excellent communication and interpersonal skills.
- Demonstrated ability to work with racialized, marginalized, and 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.
- Certified in Emergency First Aid and CPR or willingness to obtain.
- A Vulnerable Sector Police Records Check.
- Access to a vehicle on some days is required

Please submit your cover letter and resume by August 9, 2024

Reply to: Janet Donovan

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.