



PROGRAM COORDINATOR

Position Type: Part-Time Contract, 28 hours weekly

Employment Period: June 1, 2023 – June 30th 2024

Compensation: \$27/hour

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, implementation, and outreach with the support of residents; and staff supervision. The position may include some virtual programming for seniors as well as social and recreation programs for seniors, adults, youth and children.

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

Description:

- Identify and facilitate the development of programs/services with neighbourhood residents to address priority needs.
- Take an active role in community initiatives, including support to Resident Leaders and Peer Mentors to increase the community's capacity to address 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.
- Maintain case files using CIMS database.

Qualifications:

- University/College Bachelor degree/diploma in Social Work, Community Development, Phys. Ed., Recreation, Sports Management and/or equivalent education and experience.
- A minimum of 2 years experience facilitating and coordinating community outreach and program delivery.
- Demonstrated ability to supervise program staff.
- Previous experience working with volunteers.
- Excellent communication and interpersonal skills.
- Awareness of issues and demonstrated ability to work with racialized, marginalized, and diverse groups of all ages and socio-economic backgrounds.
- Certified in Emergency First Aid and CPR or willingness to obtain.
- A Vulnerable Sector Police Records Check.
- Must be fully vaccinated against COVID-19.

Please submit your cover letter and resume by May 17th, 2023

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.