



SPORTS COORDINATOR

Position Type: Contract 35 hours per week

Employment period: July 3, 2023 – August 25, 2023

Schedule: Monday to Friday

Salary: \$16.65 per hour

Job Area: Nepean

SCOPE OF POSITION:

This position is responsible for providing a positive and safe learning experience for participants involved in sports and recreation. The candidate will work collectively with camp staff, partners and community groups in offering structured non-competitive sports activities for a diverse group of children and youth. The candidate must commit to work within Nepean, Rideau and Osgoode Resource Center's model of Community Development.

Job Specific Responsibilities:

- Promote the programs to the community through community outreach
- Provide on-site activity supervision on a weekly basis
- Work collaboratively with partners and volunteers in the delivery of activities
- Provide appropriate guidance and referral support for participants
- Maintain accurate registration and attendance records
- Perform administration tasks as required

Common Responsibilities:

- Work in a manner that preserves confidentiality
- Work in a way that promotes collaborative and interdisciplinary teamwork
- Respect and value the diversity of communities and individuals
- Work in a safe and respectful manner

Qualifications:

- University or College degree or diploma in Physical Education, Recreation, Sport Management, Social Work and or equivalent education and experience
- A minimum of 1 year experience facilitating and coordinating outreach and Sports and Recreation activities.
- Demonstrated ability to work collaboratively with others
- Excellent communication and interpersonal skills
- Demonstrated ability to work with diverse groups
- Certified in Emergency First Aid and CPR or willingness to obtain.
- A Vulnerable Sector Police Records Check
- Proof of Covid-19 Vaccination

Please submit your cover letter and resume by May 26, 2023 at 4:30PM

Reply to: Janet Donovan

By e-mail: 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.