

## **Job Position: Youth Rec. & Program Coordinator**

**Employment Period:** June 27 – August 27, 2022. 30 hours per week for 9 weeks. Wage: \$20.00 per hour



**Job Description:** The Youth Rec. & Program Coordinator will report to our Pastoral Care Coordinator, Kristen Stockford. You will be responsible for leading a team of four staff in planning and implementing day camps in the four local parks that the DWCC is actively involved in (Wigle Park, Bruce Park, Glengarry, and Mitchell Park).

Your team will design, promote and implement activities that bring residents together living in walking distance of the three parks. You will work as a team for Plan to Protect purposes to ensure safety for all parties involved.

### **Tasks and Responsibilities:**

1. Train, lead, and encourage staff and volunteers in the delivery and implementation of Core City Kids Club in four community parks located in downtown Windsor.
2. Responsible to communicate plans, receive approval from the Pastoral Care Lead, engaging with lead staff member on a daily basis, whether formally, informally, face to face or email.
3. Ensure the safety of staff, volunteers, and participants of the program through training and assessing safety procedures.
4. Ensure communication through social Media of programming to stakeholders.
5. Maintain financial budget, staying within budgetary restrictions, preparing paperwork, submitting expense weekly.
6. Ensure proper documentation of volunteer participation, children and youth participants, including waivers, emergency contact information.
7. Assist Camp Counselors in arranging local leadership participation such as Community Police, athletic groups, relevant businesses such as bicycle shops and youth advocacy groups that nurture the development of connection between children and youth and their neighbourhood associations.

**TEAMWORK** Here at the DWCC, we emphasize collaboration in all that we do. You will work as part of our DWCC team to achieve our goals as a not-for-profit, but also the goals of residents and community members who share our vision of renewing our city's downtown core.

You will work with residents to develop and enrich community activities that are for, with, and by the neighbourhood. You will work with other DWCC staff to ensure that we are not doing anything independent of our organizational goals.

**COMMUNICATION** Much of what we do as a community organization is engage in dialogue with community stakeholders, residents, and other organizations. You will be communicating with those who participate in activities at these parks, many of which are newcomers to Canada. They will be tasked with communicating in ways that transcend language barriers. You will also be expected to take the lead on communicating with residents and community members to develop and enrich community life in these parks. You will be given the opportunity to grow in their ability to communicate in person, on the phone, through email, and through our social media platforms.

**LEADERSHIP** Our community often looks to us to show the way forward when it comes to community improvements, revitalization of the core, and summer programming in our downtown parks that engages neighbours and crosses cultural barriers. You will need to listen to residents and community members in order to put forth a plan that involves them in a collaborative design process. You will be expected to demonstrate initiative and they will be looked to for decision making. They will need to move at the speed of trust and collaboration.

**WORKPLACE SAFETY** We will provide education and oversight for any tools or equipment You will be required to use. You will not be asked to do anything or use any equipment they do not feel comfortable operating or using. We will provide WHMIS training to all Canada Summer Jobs staff as well as specific on-site training for our office environment.

**SAFE, INCLUSIVE, HEALTHY WORK ENVIRONMENT** DWCC supports and strives for diversity in the work place. Our goal is to create a work environment that benefits from a variety of voices to enrich the experience of all involved. You will know and have access to our Executive Director and access to contact our Board of Directors if needed. Our policies promote a healthy work environment free from discrimination and free from harassment.

**FIELDS OF STUDY** Music, Social Work, Political Science, Event Planning, Sport and Recreation, Religious Studies, Social Media and Communications. Because of the diversity of our work in the not-for-profit sector that ranges from political science to event planning, and from social work to sport and recreation, there are a wide range of fields of academic study that are possible and relevant.

**Send Resumes to:** [Kristen@reactwindsor.ca](mailto:Kristen@reactwindsor.ca)

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