

Recreation Coordinator – Thunder Bay
Canada Summer Jobs
Full-Time, 12-week Contract Position

Under general supervision of the Director of Support Services, the Recreation Coordinator assists in and performs the following:

- Planning, coordination, and supervision of recreation programs specifically focused on disabled adults.
- Therapeutic recreation programs and services, events, and activities, including planning, scheduling and implementing recreational activities in a specific program area.
- Assists in the development, recommendation and implementation of goals, objectives, policies, procedures, and work standards for the assigned recreation area(s)
- Monitoring the day-to-day operations of programs and events, volunteers, provides accommodations for those with disabilities in accordance with AODA standards, handling and resolving complaints not requiring the attention of a supervisor and ensuring that programs and events have required materials and supplies.
- Creating program flyers, brochures, and newsletters, including determining content, layout, materials, and distribution methods
- Writing, or contributing to publications which accompany arts-related events and activities.
- Marketing a performance or event through social media, direct mail, advertising, use of a website, producing posters or publicity leaflets and attracting media coverage
- Developing new projects and initiatives in consultation with arts professionals and key stakeholders (e.g. local authorities, local government and communities, venue directors and regional arts boards)
- Implementing and maintaining office and information systems
- Administering the rental, scheduling, use and maintenance of recreation or arts facilities,
- Develop, coordinate, and implement arts and recreation programs for the physically disabled community by:
 - Researching various arts and recreation needs among the disabled community in Northwestern Ontario
 - Researching various arts and recreation programs that are successfully implemented in other cities.
 - assessing existing programs for individuals with physical disabilities for key successful features
 - Preparing and monitoring individual program budgets
 - Developing partnerships and secures sponsors for programs.
 - Developing and organizing methods for publicity
 - Developing goals and objectives for success

The work may be flexibly scheduled and could include some evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of philosophy, objectives, and requirements of persons with a disability, adult and community therapeutic recreation programming.
- Good customer service techniques.
- Principals and techniques of directing group, social. Arts and recreational activities.

- Knowledge of Windows-based computer programs and related software applications, specifically Microsoft Word and Excel.
- Ability to function effectively without direct supervision.
- Excellent verbal and written communication skills.
- Ability to communicate and interact effectively with co-workers, supervisors, volunteers and the general public sufficient to convey information, receive work direction and follow oral and written instructions.
- Strong organizational skills.
- Ability to maintain files, monitor and track fees and payments.
- Ability to handle and prioritize multiple tasks, and
- Ability to work a flexible schedule to accommodate program needs.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS

To be eligible under the Canada Summer Jobs program, applicants must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Other requirements:

- Appropriate clearance from a criminal background check.

All functions of this position will be done in conjunction to the organizations mandate:

“To improve the quality of life for persons with a disability.”

Our organization is committed to attaining consumers’ ideals by developing and fostering:

- **Strong values and practices**
- **Enrichment opportunities and innovative options in response to consumer’s goals**
- **Harmonious working relationships with respect for consumer’s individuality.**

To promote and support the organizations’ mandate and vision, each employee has a responsibility to ensure that all of their job duties demonstrate a high level of quality.

Bilingualism (Advanced level English / French) is an asset. All candidates are encouraged to apply.

Job Type: Fixed term contract

Contract length: 12 weeks

Pay: \$19.00 per hour

Expected hours: 35 per week

Benefits: Employee assistance program, On-site parking

Schedule: Monday to Thursday

Work Location: In person

Application deadline: 2025-05-21

Expected start date: 2025-06-09

To apply: Send resume to hr@csinw.ca