



GREENWAY-CHAPLIN COMMUNITY CENTRE

116 Rouse Avenue, Cambridge ON, N1R 4M8

Office: 519-623-4220

www.greenwaychaplin.com

Registered Charitable Donation # 133141747RR0001

Program Coordinator

Reports to: **Executive Director of Greenway-Chaplin Community Centre**
Hours: **40 hours/week (9 am to 5 pm, with evening and weekends as needed)**
Pay rate: **\$26.00 per hour (3 weeks' vacation and Extended Health Benefits)**
Term: **Full-time contract Dec 2023-Jan 2025**

Role Summary

The Program Coordinator develops, coordinates, promotes, and evaluates all agency programming for children, youth and adults including on and off-site programs.

Responsibilities

These following tasks are representative but not all inclusive:

- Coordinate quarterly programs from their development to registration to facilitation.
- Hires and supervises recreation employee team of 3 full-time plus 6 part-time roles.
- Maintain accurate statistics about programs in CampBrain (Registration Database).
- Apply for and manage a variety of grants that support recreation and community development programs.
- Create and distribute monthly e-newsletters, social media posts and website updates about the programs and events at Greenway-Chaplin Community Centre.
- Collaborate with Greenway employees and volunteers to create and facilitate community events.
- Sustain the HIGH FIVE Accreditation Status and annual requirements.
- Maintain and foster community partnerships.

Skills, Experience and Qualifications

- Recreation or Community Development for Children and Youth – Diploma or Degree or equivalent work experience
- Multiple years' experience facilitating programs for children and youth
- Exceptional and proven organizational skills, time management skills, and customer service abilities
- Possess excellent communication skills (oral and written)
- Valid class G driver's license and access to own transportation
- Standard First Aid and CPR-C certification
- HIGH FIVE Principals of Health Childhood Development certificate and QUEST 1 and 2 certificate
- Proficient in MS Office Suite and Google business platforms
- Digital marketing experience and WordPress site management experience
- Project management skills

Applications will be accepted until Monday November 13, 2023 at 4:30 pm to Emily Jaarsma emilyj@greenwaychaplin.com We thank all of those who apply but only those chosen for an interview will be contacted.



United Way
Waterloo Region
Communities

Agency Member