



Job Title:	Recreation Coordinator
Reports to:	Executive Director
Function:	To develop, implement, coordinate, and support all programs and activities on behalf of Alison Neighbourhood Community Centre
Hours:	35 hours per week Occasional evenings and weekends as required
Hourly Rate:	\$22.00 – 23.00/hr
Location:	127 Elgin St. N. Cambridge, ON N1R 5H6
Length/type:	Permanent

About Us

Alison Neighbourhood Community Centre is a nonprofit organization that works alongside the residents of the Alison Neighbourhood of Cambridge to build community. We do this in part by facilitating recreation programs on behalf of the City of Cambridge close to home at accessible cost, some of which include before and after school programs, summer camp, drop-in programs, community events, and family outreach. We help build individual and community skills and assets, and provide opportunities close to home for everyone. We work every day to create a space and a neighbourhood that is inclusive, fun, resourceful, compassionate, kind, trustworthy, and equitable.

Program Planning, Execution and Evaluation: Develop, coordinate, and evaluate all neighbourhood association programming.

- Provide oversight to all programs; create schedule of drop-in and registered programs, coordinate space usage, plan respective programs, and implement program evaluations.
- Maintain program space; liaise with school, book permits, maintain stock of program supplies and equipment, make shopping trips to replenish as directed, assist in maintaining a clean and organized program space.
- Implement behavioural guidelines and safety standards related to program participation.
- Maintain communication with program participants and families; email program details (start times, packing lists, expectations) to parents in a timely manner before program starts, facilitate conversations with parents about program behaviours, communicate office/program closures, and program updates.
- Ensure quality program delivery by adhering to the HIGH FIVE principles of healthy child development.
- Assist in creation of program budgets, adhere to budget; i.e. staff wages, program supplies, incidentals, trips, special events, bussing.
- Manage program-related grant writing and reporting; accurately enter data, track program statistics, grant requirements (i.e. impact statements, photos and videos), grant and reporting deadlines. Assist with grant writing and abide by approved budget parameters.
- Facilitate community needs assessments; engage community and participants for program ideas and evaluations in conjunction with Volunteer Coordinator.

Leadership Development: Manage program staff team, provide opportunities for growth and learning, develop community skills.

- Evaluate and maintain program staffing needs; recruit and assist with hiring and onboarding. Develop and execute training, both pre-program and in-term, and facilitate staff goal-setting.



- Collaborate with Volunteer Coordinator; assess need for program volunteers, plan and implement leadership programming for youth per community need, create space for mentorship and collaboration between youth volunteers (LITs) and program staff.
- Commit to continuous learning; participate in external and internal training sessions, research training opportunities for staff, encourage staff to seek learning opportunities for professional development.
- Create and co-facilitate staff and volunteer onboarding and orientation with Volunteer Coordinator

Administration: Behind-the-scenes support of program and organizational needs.

- Act as point of contact for the public; answer phone calls, respond to emails, greet visitors.
- Create, manage, and oversee program registration, answer inquiries, monitor registration and waitlist for programs, process online payments and refunds through Square.
- Maintain company website (Wix); update program details, registration dates, other details as needed.
- Maintain confidentiality of participants, volunteers, staff and Board Members
- Collaborate with senior leadership to invest in the future of ANCC.
- Assess and collaborate on program marketing initiatives; collaborate with the team for marketing, utilize editorial calendar, develop and distribute marketing materials (i.e. flyers, announcements, newsletter, social media).
- Work with Volunteer Coordinator for planning special events, community events with other staff and community members.
- Maintain and promote school partnerships; engage youth in the community, represent ANCC at community school events and school board meetings, create in-school visibility, promote opportunities and events to youth.
- Engage in community events and networking opportunities.
- Other duties as assigned.

Requirements:

- Working knowledge and educational background related to the principles and practices of Recreation and Leisure Services, Volunteer Program Management, Community Development, Social Work, and/or Community & Criminal Justice
- Supervisory and/or program management experience
- Competency and/or willingness to learn applicable software
- Demonstrated written and oral communication skills
- Ability to effectively engage and utilize community resources to promote and enhance the Organization's offerings
- Ability to establish and maintain effective working relationships with staff, volunteers, and the public
- Proficient organizational skills with the ability to manage multiple projects and tasks independently with minimal supervision
- Standard First Aid with CPR Level C
- HIGH FIVE® Principles of Healthy Child Development, QUEST 1 & QUEST 2
- Vulnerable Sector Police Record Check
- Valid G Class Driver's License and reliable access to a vehicle



Alison Neighbourhood
community centre

Alison Neighbourhood Community Centre
127 Elgin St. N
Cambridge, ON N1R 5H6
ancc@alisonneighbourhood.org

Alison Neighbourhood Community Centre seeks to collaborate in building a neighbourhood that cultivates and promotes a deep sense of belonging for all, particularly for people of colour, Indigenous people, gender nonconforming people, people with different abilities, and others who experience hate and rejection in our world. We celebrate interconnection and diversity.

We have a deep commitment to cultural humility and anti-oppressive action. We unequivocally prohibit discrimination regarding race, colour, national origin, age, familial status, marital status, sex, sexual orientation, gender identity, gender expression, ability, religion, veteran status, height, weight, associational preference, or genetic information.

What We Can Offer You:

- Vacation as per policy
- 5 paid sick days
- Healthcare spending account plan
- Free on-site parking
- Professional development

Alison Neighbourhood is an equal opportunity employer that values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation to participate in the hiring process, please contact us to make your needs known in advance.

We encourage applications from all qualified applicants. Only those selected for an interview will be contacted.

Application Deadline: Applications will be reviewed as they are received.

Submit Resume To: Please submit Cover Letter and Resume in PDF format to Jamie Hatfield,
jamie@alisonneighbourhood.org

Hourly Rate: \$22.00 – 23.00/hr

Location: 127 Elgin St. N Cambridge, ON N1R 5H6

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