

## **JOB POSTING – Youth Recreational and Leisure Activities Program Coordinator (3 positions)**

**Position Type:** Summer Employment  
(30 hrs/week – up to 14 weeks)  
Rate: \$17.20/hour

**Application Deadline:** March 16<sup>th</sup>, 2025

### **Position Information**

Big Brothers Big Sisters of South-West Durham and Northumberland (BBBSSWDN) is a registered charitable organization that provides mentorship to children and youth through individual and group mentoring programs.

BBBS is now hiring 3 Summer *Program Coordinators* to support Program Staff with the development, planning and delivery of BBBS summer programming.

BBBSSWDN values Integrity, Collaboration, Commitment, Reliability and Approachability. We believe in the value and values of mentoring. We believe that through having a positive role model in a child's life, that they can reach their potential both as an individual and citizen.

### **Primary Responsibilities**

- Develop program plans and lead impactful discussions, games/activities both indoors and outdoors for summer camp programming
- Ensure safety of all summer participants is upheld
- Foster community partnerships and build positive relationships with staff, participants and their families/guardians
- Engage and motivate participants in sports, arts and/recreational environments
- Develop BBBS marketing/promotional materials and seek program donations as required
- Provide daily reports to BBBS Program Staff including incidents, accidents, progress and concerns
- Perform administrative and case management tasks as assigned
- Gather, organize and maintain inventory of summer camp supplies
- Assist with special events or fundraising as required
- Maintain BBBS policies, including confidentiality and duty to report per relevant legislation and agency policy

### **Requirements:**

- Fields of study related to this position include, Social Work or Social Service Worker, Child & Youth Care, psychology, sociology, or education
- Applicants must be between the ages of 15 and 30 at the time of employment and legally entitled to work in Canada (as per Canada Summer Jobs guidelines)
- Experience working with children/youth in a community setting preferred

- Experience with program development and planning
- Strong communication skills (verbal and written), organizational skills and attention to details
- Effective leadership skills, with experience in group facilitation and conflict resolution
- Ability to work independently and within a team setting
- Demonstrated knowledge and experience with Microsoft Office
- Provide upon request a satisfactory Criminal Reference check and Vulnerable Sector Search
- First Aid and CPR an asset

BBBSSWDN is committed to a selection process and work environment that is inclusive and respectful. We welcome all qualified applicants to apply. We welcome applications from persons with disabilities and will provide accommodations during all stages of the hiring process, upon request. Accommodation for a disability will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Applicants are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Manager of Programs and Operations noted in the contact information of this posting.

**Submit cover letter and resume with subject line "BBBS Youth Recreational and Leisure Activities Program Coordinator 2025" to:**

Taylor Van Heuvelen

Mentoring Coordinator

[taylor.vanheuvelen@bigbrothersbigsisters.ca](mailto:taylor.vanheuvelen@bigbrothersbigsisters.ca)

*Only those candidates selected for an interview will be contacted. No phone calls or emails please.*