



Summer Employment Opportunity - Recreation Programmer

Application Deadline – May 6, 2024

Please note that we will review resumes as they are received and will offer the position as soon as suitable candidates are found.

Plast Toronto is seeking to hire **Recreation Programmers** to strengthen our ability to assist counsellors in their work with children and youth and provide them with comprehensive resources. There are two (2) positions available. These jobs are funded by the Government of Canada through the Canada Summer Jobs program.

To be eligible, candidates:

- must be between 15 and 30 years of age at the start of the employment
- must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act*
- must 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
- should have an interest in a career in program development, education, recreational program management

**International students and those on CUAET visas are not eligible.*

Duties: Working under the supervision of the Executive Director, the Recreation Programmers, will work together to develop program materials and digital resources for counsellors to support the planning and implementation of programs for children and youth, both in indoor and outdoor settings.

In cooperation with other team members:

- review existing resources, to identify gaps and add new resources to be used for group meetings and camp programs
- assess existing resources and update them as necessary based on feedback received by users
- assist with reviewing and strengthening programming according to the organization's annual cycle
- assist in developing materials that will be used throughout the year to support various program-related initiatives (events, caroling initiative, social media outreach, etc.)
- assist with assessing ongoing program needs through internal surveys and focus group interviews with current and past group leaders

- develop and curate a selection of age-appropriate activities for children aged 6-11 or 12-17, providing alternative methods of delivering program requirements (active/passive, games, quizzes, video and audio resources, etc.) which may include strategies and materials for virtual/on-line delivery of programming.

Requirements:

- Effective communication skills (written and oral)
- Comfortable in dealing with volunteers
- Excellent organizational and time management skills, ability to meet timelines
- Knowledge of Word, Excel and ability to operate office equipment - candidate must provide own laptop
- Attentive to details, responsible
- Demonstrated ability to work independently, and collaboratively as part of a team
- Knowledge of Plast programs or scouting
- Proficiency in English and Ukrainian
- Interest in/knowledge of program development and/or education would be an asset

Term and working hours: Up to 16 weeks at 35 hrs per week. Generally Monday to Friday during office hours, however some weeknight and weekend availability may be required.

Hourly wage: \$18.55

Start date: May 13, 2024

Place of work: Plast Huculak Centre at 516 The Kingsway, Toronto and/or remote work as required. Some evening and/or weekend work might be required

To apply: Applications must include a resume and cover letter describing why you are the ideal candidate for the position. Please indicate your name and the Job Title in the Subject line of your email and submit applications and supporting documents to: careers@plastcanada.ca

We thank all candidates who apply; however, only those selected for interviews will be contacted.

