



Malvern Family Resource Centre
90 Littles Road, Scarborough, ON M1B 5E2
☎(416) 284-4184 ★ Fax 416-293-1997
Website: www.mfrc.org ★ Email: mail@mfrc.org

YOUTH RECREATION & TRAINING ASSISTANT
JOB POSTING

Summary:

To support planning, implementation and coordination of recreational activities, events, and programming for youth

Responsibilities:

- Plan, prepare and coordinate designated Summer Recreational Camp activities, events and trips
- Support evaluation of various sports & recreation programming and activities
- Work with local youth volunteer to support pre-employment training activities related to recreation and sport
- Attend community meetings related to community development, youth engagement, and other recreational activities
- Facilitate connections between volunteers as well as outreach to new youth and community members to increase community participation
- Assist with the preparation, setup and clean up before and after programs, events and activities
- Provide information on community resources available for youth and families
- Support registration and documentation for program (including attendance and statistics, incident reports)
- Initiate and maintain regular contact with parents/guardians
- Ensure agency and standard health and safety protocols are followed
- Additional duties as required

Necessary Skills/Qualifications:

- Completion of OSSD and combination of experience and education in relevant field
- Passion for recreational activities and working with youth & diverse community members
- Able to problem solve and work in a fast paced environment
- Self-directed, energetic, flexible and personable, with strong customer service skills
- Must be able to work independently and as part of a team
- Ability to comply with polices regarding confidentiality, privacy and record keeping
- Ability to work independently and as part of a team
- Valid Driver's License with access to a car will be considered an asset
- Commitment to anti-racism and non-discrimination practices within an anti-oppression framework
- High 5/High 5 Sport, Fundamental Movement Skills training an asset.
- Criminal reference check is required

Hours & Rate of Pay:

This position is 8 weeks beginning on July 3rd, 2018- August 24th, 2018 at \$14/hour for 30 hours per week. Candidates for these position must be between the ages of 15-30 at the start of their employment. Candidates must be registered as full-time students in the previous academic year and intending to return to school on a full-time basis in the coming academic year. Candidates must also be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred and must be legally entitled to work in Canada in accordance with provincial regulations. Candidates must also be able to commit to full contract duration.

Accountability:

Position will report to the Youth Program Coordinator.

Closing Date: Friday, May 14th, 2018 at 5:00pm - Please send resume and cover letter as one document with your name appearing First Name Last Name – Youth Recreation & Training Assistant (CSJ) as the attached file name. Please note that applications will be reviewed and may be contacted on a rolling basis before the closing date. No phone calls please! Candidates may submit their candidacy via fax: (416) 293-1997 or e-mail: fgriffith@mfrc.org

Malvern Family Resource Centre is an equal opportunities employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted. If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact us at aoda@mfrc.org (This address is for accommodation inquiries ONLY. Resumes sent to this address will not be considered.)



United Way
Toronto & York Region

Satellite Site: 1321 Neilson Road, Scarborough, ON, M1B 3C2

☎416-281-1376

FAX 416-281-8898

"Strengthening Families is Our Business"