



Glebe Neighbourhood Activities Group

Glebe Community Centre

175 Third Avenue, Ottawa ON K1S 2K2

GNAG.ca

Recreation Programmer

GNAG is a community-driven, not-for-profit, recreation organization working in the heart of the Glebe to deliver social, cultural, recreational services and activities for all ages. We believe in serving the community with compassion, caring and commitment and the inclusion of all by providing creative, collaborative and innovative programming that keeps up with trends and demographic changes and that is equitable and affordable to all. GNAG is the proud recipient of the Canada 150 Outstanding Youth Employer 2017 Award.

Job Posting:

Hourly wage: \$16 – \$18.50

Hours: 20 – 40 hours per week

Application deadline: Monday October 15, 2018 at 4:00 pm

How to apply: Please send your resume with cover letter (3 pages max) to tsai@gnag.ca. In the body of the email, please indicate in order of preference, which age group you would like to work with.

Age ranges are as follows:

- 3 – 5 years
- 5 – 7 years
- 8 – 11 years
- 11 – 14 years
- 14 – 16 years

Please also indicate your availability.

1. Qualifications:

- Valid Standard First Aid and CPR Certification
- Minimum two (2) years of university/college studies in recreation, education or related discipline
- Minimum two (2) years experience in recreation combined with experience in coordinating recreational programs
- Valid Ontario Driver's License is an asset
- Must possess strong supervisory, leadership and communication skills
- Must possess strong organizational skills as well as good writing skills

2. General Responsibilities:

- To develop and implement an innovative, exciting and safe recreational before and after school program for school age children age 3-16 years

3. Specific Duties:

Administrative

- Record hours worked in Staff Sign-in Computer on a per shift basis
- Prepare forms and reports pertaining to the GNAG programs (attendance, incidents, accident, etc)
- Maintain and operate under a strict budget for various child-care programs and programs for youth
- Attend and assist in planning all scheduled meetings and training sessions
- Maintain and update a schedule of responsibilities for all staff shifts

Programming

- Supervision of participants and program staff
- Actively participate in the delivery of programming with the children and youth in your care
- Maintain a high level of safety and supervision
- Notify Department Manager of any incidents, accidents, problems or concerns of the program
- Implement emergency procedures as required
- Carry out promotion and public relations with parents and participants
- Liaise with Financial Administrator of all cash advances and reimbursements
- Facilitate
- Ensure all program participants arrive on time for the start of school, or arrive safely after school
- Ensure and maintain a clean and organized program environment eg. Kitchen, supply cupboards, toy storage etc.

Other

- Work in a team environment
- Communicate with parents and clients of the centre in a positive, pleasant, and professional manner
- Responsible for cleanliness, safety, maintenance, repairs, and purchase of equipment and supplies
- If you are unable to work your schedule shift you must arrange for your replacement and notify the Department Manager
- Dress appropriately for an active recreational program
- Other duties as assigned

For more information, feel free to email info@gnag.ca or call 613-233-8713.