

JOB POSTING DETAILS

Employer	Centre for Social Justice and Good Works (Centre for Social Justice and Good Works (Sweet Change))	Job Type	RI
Job Title	Recreation Administrator - Summer Student	Duration	Full Time, 8 Weeks
ES Job ID	12660	Location	NA
Date Posted	May 16, 2022	Closing Date	May 30, 2022

Job Overview - Description & Duties

The Centre for Social Justice and Good Works (the 'Centre') is seeking a Recreation Administrator - Summer Student to support 'I Love to Move' and other initiatives at the Centre. This is an eight-week contract position, at 35 hours a week, plus unpaid lunch breaks.

The key responsibilities of the Recreation Administrator - Summer Student include:

- Responsible for planning, coordinating and running the 'I Love to Move' recreation program.
- Registering youth for the program, recruiting volunteers, purchasing snacks and acting as a point of contact for 'I Love to Move' inquiries.
- Assisting with creating, advertising and promoting recreational videos, events and programs through social media.
- Conducting research on marketing strategies for Centre programs including 'Sweet Change' and assisting with arranging wholesale of products to community partners.
- Representing Sweet Change at Mill Market and all other important community events.
- Performing administrative duties such as creating invoices, filing documents, answering phone calls, sending emails, maintaining stakeholder relationships and creating documentation pertinent to programs at Sweet Change and the Centre.
- Providing support to Sweet Change and Centre staff.

Required Skills

The successful application must meet the requirements of the Canada Summer Jobs Program:

- Applicants must be a full-time student studying Marketing, Communication, Community Development, Business, or a related field.
- Applicants must be between the age of 15 - 30 years of age at the start of employment.
- Applicants must be a Canadian citizen, Permanent resident or a person who has been granted refugee status in Canada. International students are not eligible to participate.

Other Requirements

The successful application should have the following qualifications:

- Fluent in English, have moderate level computer skills and be flexible in duty assignment.
- Work days will be a maximum of 5 days per week (between Monday and Sunday) and the 35 hours per week will generally vary between 9 a.m. and 4:30 p.m (8:00 - 2:30 pm Saturdays), depending on project needs.
- Must be a creative thinker.
- Must enjoy working as a team.
- Must be able to promote programs with enthusiasm.
- Must be able to easily communicate with and inspire confidence in our community

How to Apply

Interested candidates should submit a cover letter and resume to 'centresjgw@gmail.com' by Monday, May 30, at 4:30 p.m. Any applications received after the due date will not be considered.

The Centre welcomes and encourages applications from people with disabilities. Accommodations are available upon request for all aspects of the hiring process. The Centre is a non-profit organization that envisions an inclusive, welcoming community in which people are inspired, empowered, and supported to work together to transform society for the greater good through works of service and social justice.