

Summer Programs Coordinator, Full-Time (35 hours/week)

8-weeks, July 2 – August 27, 2024

George Jeffrey Children's Centre is currently seeking an enthusiastic Summer Programs Coordinator to work with our team of rehabilitation specialists! The Coordinator will help facilitate summer recreation and leisure opportunities for children and youth, ages 6 to 19, with physical, communication and developmental needs. Primary responsibilities will include:

- Planning, coordination and execution of summer programs, which are geared toward the enhancement of language development and communication skills, development of fine and gross motor skills, and the development of social skills.
- Collaboration with other social service agencies and staff.
- Support children and youth with physical and developmental disabilities.
- Organization of volunteers.
- Provide assistance with resource loans.
- Provide assistance with other special projects, as required.

To be considered for this position, candidates should meet the following criteria:

- Open to youth between 15 to 30-years of age.
- Have interest in pursuing related education and career; for example, in recreation therapy, paediatric health sciences, physiotherapy, occupational therapy, speech-language pathology, social work, education or other.
- Must be a Canadian Citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred.
- Must have excellent communication and organizational skills.
- Have demonstrated creativity and a passion for working with children.
- Be a self-starter, who is motivated to set and achieve goals.
- Previous experience planning and facilitating activities for groups of children is an asset.
- Previous experience working with children with special needs is an asset.
- Candidates must hold a valid Ontario Driver's License.

Candidates are invited to submit a resume and covering letter by **May 10, 2024** to the address below.



Attention: Human Resources
George Jeffrey Children's Centre
200 Brock Street East,
Thunder Bay, ON P7E 0A2
Email: hr@georgejeffrey.com

*Only those candidates who are selected for an interview will be contacted.
George Jeffrey Children's Centre follows the principles of dignity, independence, integration and equal opportunity. If you have accessibility or other requirements that need to be considered during the recruitment process, please let us know.*