

Summer Coordinator

Langs is currently recruiting for the Summer Program Coordinator position.

Hours:

- 40 hours per week
- Variable according to program schedule and may include evenings and weekends
- Contract for 8-10 weeks beginning June 16, 2025

Qualifications:

- Must be 15-30 years of age.
- Must be available for entirety of contract.
- Be knowledgeable of community groups and agencies
- Have experience and enjoy working with groups of children in a recreational program
- Have previous leadership training and experience
- First Aid Certification and High Five Principles of Healthy Childhood Development training are mandatory. Quest 2 Certification would be an asset
- Excellent communication and organizational skills
- Experience with program planning
- Experience with community outreach and special event planning
- Access to transportation and/or ability to travel in the Langs, Grow, and North Dumfries Communities is a requirement.

Responsibilities:

- To design, implement, facilitate and directly supervise the summer playground activities in adherence to the High Five Principals of Healthy Child Development guidelines.
- To co-lead planning and implementing of special events in the organization including the summer picnic at all three sites.
- Support playground leaders, assist with specials events and transportation, as well as complete administrative duties as required,
- Liaise with program committees and facilitate staff/committee meetings.
- Directly supervise evening drop-in times as required
- Assist with the recruitment and training of Leaders-In-Training.
- To provide on-going support to the Leader-In-Training program throughout the summer.
- To conduct outreach to youth and parents within the Langs and Grow catchment area. When appropriate, to provide needed information, access resources and provide necessary follow-up.
- Completes various administrative duties such as collection of fees, purchase of supplies, chairing staff meetings, completing statistical reports
- To perform other associated duties as required.

Please submit your resume by February 26, 2025
Langs, 1145 Concession Road, Cambridge, Ontario, N3H 4L5
Email: hr@langs.org or fax (519) 653-1285

Langs is an equal opportunity employer. Job applicants requiring accommodation to participate should contact Human Resources to communicate any accommodation needs.