

Neighbourhood Programmer

with the Parkwood Gardens Neighbourhood Group

Hours: 20 hours/week, including some evenings and weekends

Wage: \$15/hr

Start Date: March 2018

Application Deadline: Wednesday, Feb 28th, 2018

Summary of the Position:

This is a Guelph Neighbourhood Support Coalition (GNSC) job, working with the Parkwood Gardens Neighbourhood Group (PGNG). The position is for 20 hours per week, with some flexibility depending on the season, and it is parental leave contract for the period until January 11th, 2019, with the possibility of extension at that time. PGNG celebrates the creativity and diversity of our neighbourhood through events, programs and services, all designed and delivered directly with our community members. The person in this role will help the group to further engage adults, families, children and youth through these events and programs. We're seeking someone who works well in both independent and team settings, and who works with inclusivity, accessibility and creativity.

Working Environment:

This position animates and supports spaces and relationships in the Parkwood Gardens neighbourhood: West of the Hanlon Parkway; North of Wellington Road 124; and South of Willow Road. The main office is currently at the West End Community Centre, 21 Imperial Road.

Duties and Key Responsibilities:

- Work with the Neighbourhood Group volunteers and the Neighbourhood Support Worker (NSW) and Neighbourhood Assistant (NA) to understand the assets and needs of the community
- Support and work with the Program Committee and the Neighbourhood Group staff and volunteers to deliver the services and programs of the PGNG
- Plan, promote and deliver recreational and social programs for children (4-12 years old), youth (13 years +), and families (all ages) including scheduling, administrative tasks, preparing games and activities, and shopping for snacks and supplies
- Plan programs in response to identified community priorities and goals
- Create and support adaptive, inclusive, welcoming, and safe program environments for all program participants, including vulnerable folks
- Recruit, support and supervise program volunteers
- Support and liaise with program partners (for example Action Read; Frontier College; Guelph Wellington Immigrant Services...)

- Plan and deliver healthy foods and snacks to support programs
- Attend and support Neighbourhood Group special events and celebrations
- Help evaluate and improve Neighbourhood Group programs, collect participant data, and prepare reports as needed
- Foster a culture of respect, compassion, inclusivity, collaboration and fun
- Supervise and organize PD Day camps, Holiday camps, and a six week-long Summer Camp (weekly hours will increase during Camp season May-September)

Experience/Skills required:

- Experience working with children, youth, teens and families
- Experience planning and leading children in games, activities, and crafts
- Experience working in the fields of community development, recreation and leisure, education, social services, or the volunteer sector
- Work or equivalent experience working with non-profits, committees, volunteer boards, and community service organizations
- Knowledge of the PGNG, and the GNSC and their philosophy and programs
- Respect of program participants' and community members' confidentiality
- Well-developed organizational skills (tracking hours, making schedules, supporting volunteers)
- Ability to use Microsoft Office, social media platforms (Facebook and Twitter), and willingness to learn other types of software as needed
- Ability to relate to and engage a diverse community of people
- Welcoming and encouraging attitude, good interpersonal skills
- Ability to think creatively and find solutions to challenges
- Willingness to work flexible hours
- Must have or be willing to get a Vulnerable Sector Check, and Family and Children's Services background check
- Must hold or be willing to complete first aid certification and CPR certification
- A valid Ontario driver's license is an asset

How to apply:

Please submit a cover letter & resume to:

Parkwood Gardens Neighbourhood Group

jobs@guelphneighbourhoods.org

42 Carden Street, Guelph, Ontario, N1H 3A2

Accessibility accommodation will be provided in all parts of the hiring process – *Applicants are asked to please make their needs known in advance.*

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance, however, only those being considered for an interview will be contacted.