



*The Guelph Neighbourhood Support Coalition Job Posting*

## Programs Coordinator

with the Two Rivers Neighbourhood Group

**Hours:** 15 hours/week (*Some evenings and weekends required*)

**Wage:** \$20.90/hr

**Job Start Date:** February 2024

**Application Deadline:** Friday, February 9<sup>th</sup>, 2024

### **About the GNSC:**

The Guelph Neighbourhood Support Coalition is a network of neighbourhood groups, sponsoring agencies and program partners. These three groups work together to share resources, ideas, and community solutions, as well as support safe, healthy neighbourhoods where everyone feels at home in Guelph. Find more here <http://guelphneighbourhoods.org/about-us/>

### **Summary of the Position:**

This is a Guelph Neighbourhood Support Coalition (GNSC) position, working directly in the Two Rivers Neighbourhood Group (TRNG). TRNG celebrates the creativity and diversity of our neighbourhood through events, programs and services designed and delivered by community members. This position is for **15** hours per week, with some flexibility depending on the season. The person in this role will take a lead on some of the groups' community garden program coordination, and will support the group to further engage adults, families, children and youth through other services, events, and programs. The ideal candidate works well in both independent and team settings, and prioritizes equity, accessibility and creativity in their work.

### **Working Environment:**

This position animates and supports spaces and relationships in the Two Rivers Neighbourhood. Currently the main site is at Tytler Road Public School, 131 Ontario Street; and secondary sites are The SEED warehouse at 69 Huron Street, the community gardens on Huron Street and in Lyon Park, as well as Victor Davis Non-Profit Housing at 87 Neeve St. Other spaces include public parks, partner spaces, and program locations as needed.

Date Issued: January 22<sup>nd</sup>, 2024

*Safe, Healthy Neighbourhoods, where everyone feels at home*

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**Duties and Key Responsibilities:**

- Work with the Neighbourhood Group (NG) volunteers and the Neighbourhood Support Worker (NSW) to understand the assets and needs of the community
- Support and work with the Neighbourhood Group staff and volunteers to deliver the services and programs of the TRNG
- Support the NG recreational and social programs for children (4-12 years old), youth (13 years +), and families (all ages) including some scheduling, administrative tasks, preparing games and activities, and shopping for snacks and supplies as needed
- Plan programs in response to identified community priorities and goals
- Create and support adaptive, inclusive, welcoming, and safe program environments for all program participants
- Recruit, support and supervise program volunteers
- Attend and support Neighbourhood Group special events and celebrations
- Support any TRNG PD Day camps, Holiday camps, and Summer Camp (weekly hours could increase during Camp season May-September)
- Take the lead on the coordination, volunteer management and maintenance of the two historic community gardens which TRNG cares for.

**Experience/Skills required:**

- Experience working in the fields of community development, recreation and leisure, education, social services, or the volunteer sector
- Knowledge of the TRNG, 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 hold or be willing to complete first aid certification and CPR certification

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- Must have or be willing to get a Vulnerable Sector Check, and Family and Children's Services background check
- A valid Ontario driver's license is an asset
- Work or equivalent experience working with non-profits, committees, volunteer boards, and community service organizations is an asset
- Ability to lift 30 – 50 lbs.
- Some gardening and permaculture knowledge is an asset
- Ability to spend time outside, actively working in a garden

**Prioritization:**

This position is open to all qualified candidates. Our goal is to attract, develop and retain talented staff from diverse backgrounds, allowing the community to benefit from and celebrate a wide variety of experiences and perspectives. People from diverse, traditionally underrepresented, and marginalized communities are encouraged to apply.

The GNSC is an employer that values diversity in the workplace. We will accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

**How to apply:**

Please submit a cover letter & resume over email, or in person to:

c/o Two Rivers Neighbourhood Group

[jobs@guelphneighbourhoods.org](mailto:jobs@guelphneighbourhoods.org)

42 Carden Street, Guelph, Ontario, N1H 3A2

We thank all candidates in advance for your interest in this work. Only those being considered for an interview will be contacted. Personal information collected through the recruitment process will be used solely to determine eligibility for employment.