



Title: Summer Program Coordinator

Terms of Employment: Summer Job, Full time total of 440 hrs, Full days. May 13, 2019 – August 30, 2018

Salary: \$11.35/hr

Location: Winnipeg, Manitoba

Preferred Background:

- Should have Grade 12 education
- Currently attending or in the process of enrolling into a recognized college
- Computer literate
- Experience in multicultural children programming preferred

Credentials:

- Updated First Aid & CPR (requirement as part of employment – Paid by ISSA)
- Updated Criminal and CAR checks (requirement as part of employment – Paid by ISSA)
- Driver's license (access to car)
- Legally entitled to work in Canada

Entitled: Experience working with children and families and in organizing field trips and activity workshops in an asset

Language: Fluent in English (additional languages would be an asset)

Specific Skills: Plan and carry out recreational activities, able to physically keep up with energetic youth, knowledge of Microsoft Word, Power Point and Excel.

Essential Skills: Good communication, problem solving, decision making, critical thinking, planning and organizing, ability to work under pressure

Coordinator is required to:

- *advertise, register, collect registration fees*
- *Plan and develop programming for 2 months of full-day, weekly activities*
- *Implement activities*
- *Manage Volunteers*
- *Communicate effectively with parents*
- *Supervise children in all activities*
- *Perform duties and tasks as assigned*
- *Maintain positive communication with parents, children, staff, and community*
- *Demonstrate strong commitment to the mission and core values of Islamic Social Services Association Inc.*
- *Have Valid Driver's License (access to car)*
- *Work in collaboration*
- *Fundraise*
- *Keep financial record (receipts etc)*
- *Fill out time sheets*

How to apply:

By email at info@issacanada.com

In person: 200-72 Princess St. 9am – 4pm (call first 204-944-1560)