



Brain Injury Association  
of the  
Ottawa Valley

## Recreation Program Coordinator

The Brain Injury Association of the Ottawa Valley (BIAOV) is a non-profit organization supporting individuals with brain injuries. The Association provides resources to survivors and family members, promotes awareness about brain injury and prevention of injury. We offer peer support groups for survivors and family members. We provide opportunities for individuals with brain injuries to participate in educational and recreational programs. We are seeking a part-time (10 hours/week) Recreation Program Coordinator to support with virtual (and in-person if possible) programming for our 150+ clients. The position is part-time, 10 hours per week job with the possibility of extension (dependent upon funding).

### Roles & Responsibilities:

- Under the guidance of the Executive Director, the Recreation Program Coordinator delivers and coordinates online programming for our members
- Facilitates, schedules, designs and coordinates client group programs (which includes a range of timing including days and occasional evenings)
- Provide referrals to other services within the BIAOV and external organizations
- Keep excellent statistics of the program and clients being served
- Increase opportunities for client engagement and participation, goal setting and ensuring success and outcomes and documented
- Maintain professional communication with community partners, family members and clients

### Wage:

\$16.00/hour, 10 hours per week.

### Hours:

This position will take place **mostly** remotely (with the option of coming into our office at 150 Katimavik Road, Suite 201). The hours will range although will not exceed 10 hours per week (including 2 hours of preparation time).

### Qualifications:

- Human service work diploma or bachelor's degree in social sciences or related field
- 2+ years experience coordinating service delivery and/or programs for people with brain injuries
- Strong oral and written communication skills (bilingual is preferred)
- Experience using Zoom and other online applications including Google Suite (Gmail, Google Docs, Google Drive)
- Ability to prioritize tasks, excellent time management skills
- Ability to work in a fast-paced environment independently



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- Collaborative team player dedicated to providing exceptional service and support for community members living with brain injury

Please email your cover letter and resume to Faith Neale, Executive Director at [faith@biaov.org](mailto:faith@biaov.org) by Friday, January 14, 2022. Interviews will take place January 17-21, 2022 with a proposed start date of January 24, 2022.