



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 programming for our 150+ clients. The position is a 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 and in-person 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

Salary:

\$18.00/hour, 10 hours per week, plus 4% in lieu of vacation

Hours:

This position will take place remotely and in-person (hosting programs in our office in Kanata). The hours will range although will not exceed 10 hours per week (including 2 hours of preparation time). There is a possibility of additional hours based on funding.

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 and able to work in a fast paced environment independently
- 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 the BIAOV office at contact@biaov.org by Thursday, December 19, 2022.