

Summer 2025 Position Opening: Youth Recreational and Leisure Activities Program Co-ordinator

Parkwood Church, Ottawa is seeking an enthusiastic, responsible, self-motivated young adult to serve as our Youth Recreational and Leisure Activities Program Co-ordinator (hereafter the "Co-ordinator").

We aim to connect: youth with youth; individuals and groups across different generations; individuals to community, and the community of Parkwood Church to the wider community, providing opportunities to initiate, sustain, and enhance both in-person and virtual online connections.

Components of the work plan for the Co-ordinator will include (a) production of materials including textual and audio-video materials for current and future use, and (b) co-ordinating in-person events and providing logistical support for online gatherings.

Under the supervision of our Minister or a designated Elder, the Co-ordinator will provide administrative, clerical and logistical support to foster safe in-person and online connections for youth and other group activities, and to develop stimulating learning materials for current and future use.

Through the provision of a grant under the Canada Summer Jobs program, Parkwood Church is able to offer this position for eight weeks, within the ten-week period between June 23 to August 30, 2025, for 35 hours per week.

Applicants must be either Canadian citizens or have permanent residency in Canada, or be protected refugees; must be legally entitled to work in the Province of Ontario; and between the ages of 17 and 30 years.

The successful applicant will be a high school graduate, possess good oral, written, and electronic communication skills, with competency in related computer skills, including the use of audio and video. Some post-secondary education and previous experience working with children and youth are strongly desirable assets.

Any inquiries may be directed to either the Minister or the Administrative Assistant through the church office at office@parkwoodchurch.ca

The application deadline is Monday, June 2, 2025 at 12 noon. Applications are to be submitted by e-mail to office@parkwoodchurch.ca



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