



## Therapeutic Recreation Programmer – Canada Summer Jobs student position

### Job Description

This position is made possible through the **Canada Summer Jobs Program**  
In line with this, any applicants for this position must:

- Be between 15 and 30 years of age at the beginning of the employment period;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

All staff positions are employed by the St. John's Status of Women Council. The St. John's Status of Women Council/Women's Centre is a feminist organization that since 1972 is continually working to achieve equality and justice through political activism, community collaboration and the creation of a safe and inclusive space for all women and gender diverse people in the St. John's area.

**Position Scope:** This position provides direct support in programs; promote and deliver program activities within the Women's Centre. Encourage and facilitate social connections between participants; This position will assist the members of the Women's Centre team with the day to day logistics and summer programming.

**Hourly Wage** \$15.60 / hour

### Major Responsibilities and Typical Duties

- Create, develop, and provide recreation programs and special events during July and August 2024.
- Special Events and program planning includes but not limited to the annual Garden Party.
- Organize, set up and deliver bi-weekly social drop-in for participants (Tea Time).
- Assistance with delivery, maintenance, and organization of the Boutique & Personal Pantry program. Sorting and organizing donations. Ensuring space is clean and well organized.
- Communicating with volunteers and keeping them up to date when necessary.
- Answering phone and front door when required. Provide callers with information about our organization, including programs and services and support.
- Provide support to participants in programs when needed.
- Assist in the setting up and creating therapeutic milieu for regular programs and Women's Centre space.

- Support promoting programs via social media, creating posters and sharing information on our social media platforms.
- Assist SHOP (Safe Harbour Outreach Project) one a day week with their recreational programming.
- Other duties as required.

### **Qualifications**

Consideration will be given to different combinations of these skills and experiences:

### **Education**

- Recreation therapy experience (preferred)
- Experience in supportive work or applicable recreational programming experience.

### **Skills & Experience**

- Excellent interpersonal skills.
- Patient, approachable and open minded.
- A good understanding of harm reduction and trauma informed care.
- Strong organizational skills
- Ability to multitask in a high paced environment.
- Experience in the community, including volunteer experience.
- Experience in relationship building with diverse vulnerable populations.
- Ability to navigate difficult conversations with participants.
- Demonstrated time management, communication (verbal and written), organizational and interpersonal skills required.
- Proficient in Google Workspace, including contacts, forms, and calendar preferred.

### **Hours of Work**

- 35 hours a week. Shifts are 9am-4:30pm – with a 30-minute lunch. Monday-Friday

### **Nature & Extent of Supervision**

- This position reports to the Women's Centre Coordinator, with mentorship from the Program Support Worker.

**Start date:** July 4th – August 29th, 2024.

The person employed in this position must be eligible to work in Canada and upon being offered the position must submit a certificate of conduct (police records check) – please note the certificate of conduct does not have to be clear and any existing records will be discussed confidentially.

**Closing Date:** June 12th, 2024

Please email cover letter and resume to [hiring@sjwomenscentre.ca](mailto:hiring@sjwomenscentre.ca)