



## **Brain Injury Association Waterloo- Wellington (BIAWW) Program Coordinator, Recreational Activities – Job Description**

The **Brain Injury Association Waterloo-Wellington (BIAWW)** is searching for a Program Coordinator, Recreational Activities (PCRA) to join our team **starting June 1, 2019**. This is a part-time (30 hours week) position reporting to the Executive Director. Training will be provided on-the-job.

Interested individuals are asked to send a brief resume (max three pages) to [info@biaww.com](mailto:info@biaww.com) by no later than **May 20, 2019**. Thank you to all who consider this position within our organization.

**Position:** Program Coordinator, Recreational Activities (PCRA)

**Primary Function:** To provide coordination of school and community events for the Brain Injury Association Waterloo Wellington.

**Age of applicants:** This position is open to individuals between the ages of 15 – 30. This is a Canada Summer Jobs initiative

**Salary/Hours:** This position is for 30 hours per week for 12-16 weeks at a rate of \$16 per hour.

### **Major Duties:**

Reporting to the Executive Director, the summer staff will become part of the staff and volunteer resource team delivering education and awareness programs to elementary school children as well as the general public.

We will use the Brain Waves program supported by Parachute Canada for in-school programming. Brain Waves is a free, informative and fun half-day neuroscience presentation for students in grades 4 to 6. Students learn about different parts of the brain, basic neuroscience vocabulary, and how and why it's important to protect their brain and spinal cord. We are planning to deliver this program to 50 classrooms in the Waterloo Region and Wellington County in 2019. Most of these programs will be delivered in May/June.

The staff will also be responsible for delivering community programs in both Waterloo and Wellington regions throughout the summer. This will include attending craft shows, local markets and other events to promote helmet education and brain safety when participating in sports/activities. Community events will include bike safety, education and other fundraising events. These events will be coordinated by staff and volunteers. They will be a key resource in delivering these educational and awareness programs to the public and will have at least one other staff or volunteer at each event.

The staff will also participate in our fundraising events. One of our major fundraisers is a Comedy night event on June 6th. Along with volunteers and staff, they will help set up, clean up and monitoring our silent auction tables. They will also attend our support group meetings to share their work plan with attendees, and to observe first-hand the effects of brain injuries on survivors and caregivers. This will give them a better understanding of the long-term impact of this injury.

### **Qualifications:**

- Strong written/verbal communication skills and organizational skills
- Ability to work flexible hours
- Ability to travel to attend monthly support meetings periodically in all areas of Waterloo-Wellington
- Comfortable with technology (word processing, data entry, email, etc.)

### **About Canada Summer Jobs**

Canada Summer Jobs is an initiative of the Youth Employment Strategy, which is the Government of Canada's commitment to help young people between the ages of 15 and 30, particularly those facing barriers to employment, get the information and gain the skills, work experience and abilities they need to transition successfully into the labour market.

The program provides wage subsidies to employers from not-for-profit organizations, the public-sector, and private sector organizations with 50 or fewer full-time employees, to create quality summer work experiences for young people aged 15 to 30 years.

In delivering on these objectives, the Government of Canada aims to ensure that youth job opportunities funded by the program take place in an environment that respects the rights of all Canadians.

These youth summer work experiences represent important pathways facilitating future transitions to the workforce.