



Canada Summer Jobs 2019
Downtown Windsor Community Collaborative
www.dwcc.ca

Position: **Youth Sport and Gardens Coordinator**
Send resume and cover letter to: **John Thompson,**
[**sports@dwcc.ca**](mailto:sports@dwcc.ca)

Employment Period: June 17 - August 16, 2019 (9 weeks)
Hours and Wage: 30 hours / week; \$15.00 / hour.

This position will require a current Vulnerable Sector Police Check.

Overview

The Youth Sport and Gardens Coordinator will report to our Sport Director. This person will be responsible for planning drop-in sport and garden activities out of two local parks that the DWCC is actively involved in: Wigle Park and Mitchell Park.

This person will provide supports to community leaders and community gardeners at each of these parks, helping to build and resource local leadership at these two community gardens. They will also work with residents and community members to plan drop-in sport and recreational activities in those two parks. This might include soccer, basketball, or any other sport that residents and/or community members point out as meaningful for the neighbours of those parks. The two Youth Sport and Gardens Coordinators will work as a team for Plan to Protect purposes to ensure safety for all parties involved, as they will be working with children and youth.

Responsibilities

- Work with neighbourhood gardeners at each of the gardens;
- Coordinate and attend weekly garden meetings (vary for each garden);
- Provide supports to garden leadership to plan social events at each of the gardens;
- Physically participate in the preparation, planting and maintenance of each garden, i.e. watering, weeding, fixing beds, mulching pathways, and anything else identified by gardeners
- Participate in the implementation of a local neighbourhood sports league
- Assist in organizing and scheduling recreation events and leagues
- Tracking/organizing inventory of sports equipment
- Help plan and run sports programs at a local park and at the Farmer's Market
- Promo creation and distribution for the program
- Preparation and planning for drop-in sports - Sports, equipment, waivers, etc.
- Identify leadership (gardens and sports) and support them in decision making and actions;
- Journal the stories of gardens and sports on social media, once a week requirement;
- Handle and complete all paperwork and documentation;
- Weekly staff meetings - Weekly report including attendance, incidence, stories, wins, improvements

Supervision and Mentoring Plans

They will be responsible to the Sports Director of Sport 4 All and the DWCC. Feedback occurs informally on a daily basis, and formally in a weekly review of goals and objectives. Communication will be via in person meetings, as well as email and by phone when necessary.

Health and Safety Practices in the Workplace

Health And Safety Training will be completed by DWCC staff upon hiring.
This includes: Employee HR Training, WHMIS training, Plan to Protect Training.

OUR MISSION: renewing the city through neighbourhood engagement

OUR VISION: Downtown Windsor would be a good place to grow up and a good place to grow old
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