



Variety Village Job Posting

Position Title:	Outreach Program Assistant (3 positions available)
Reports to:	Director Access and Awareness
Status:	On-Call - 12 month contract
Location:	Variety Village, Scarborough, ON

Located in southwestern Scarborough, Variety Village is an inclusive, adaptive and family friendly facility serving more than 30,000 individuals each year. Variety Village has had, and continues to have, a profound impact on the lives of people with disabilities and their families. Through adaptive sport and recreation programming, outreach and education, Variety promotes inclusion and healthy living through adapted physical activity.

Variety Village is currently seeking an Outreach Program Assistant to provide support to the department by assisting with the delivery of Outreach programs and activities to schools, community groups and organizations. Program delivery takes place either onsite at Variety Village and at offsite locations. Specific training is provided for successful incumbents. Hours for this position are offered hours on an "as required" basis.

Key Responsibilities include but are not limited to:

- Assisting Outreach Program Coordinators with the delivery of Variety Village's Outreach program and off-site groups of various age groups, sizes and abilities;
- Assisting with program activity equipment set up and take down;
- Promoting participation in program activities;
- Ensuring duties are performed in a manner that adheres to Variety Village policies and procedures, including but not limited to Health and Safety, AODA and Plan to Protect (training [provided]);
- Representing Variety Village in a professional manner at all time;
- Handling other related duties as assigned.

Key Competencies and Qualifications:

- Diploma or degree in recreation and leisure, Therapeutic Recreation, disability studies, physical health and education or another related field an asset;
- CPR, First Aid, AED certifications an asset;
- Experience working with people of varied ages and abilities,
- Knowledge of adapted sport instruction, resources and community programs/ services;
- Excellent interpersonal, presentation skills and comfortable working with large groups;
- Professional demeanor;
- Ability to provide high level customer service to internal and external customers;
- Dependable and reliable;
- Availability on weekdays and occasionally evenings or weekends

Applicants should be prepared to participate in a multi-step interview process and to submit a resume and letter of application by January 2, 2019. Successful candidates will be required to complete a criminal police check.

Human Resources
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Fax: (416) 699-4845

humanresources@varietyvillage.on.ca

Please note that requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements outlined in the job posting. Applicants should to make their requirements known when contacted.

While only those individuals selected for an interview will be contacted, we sincerely thank all applicants in advance.

To learn more about Variety Village, please visit
www.varietyontario.ca