

**Job Title:** Recreational Activities Coordinator

**Job Description:**

Their Opportunity, a children's charity dedicated to providing access to sports programs for underserved youth, is seeking a detail-oriented and organized student to join our team as a Recreational Activities Coordinator. In this role, you will play a vital role in supporting the program team by overseeing program administration tasks, including data management, CRM (Salesforce) record keeping and updating, and various administrative duties. Your contribution will be crucial in ensuring the smooth operation and success of our sports programs, ultimately making a positive impact on the lives of children in need.

**Responsibilities:**

- Collaborate with the program team to ensure the smooth operation of sports programs, including registration, scheduling, and logistics.
- Provide hands-on support during program sessions, ensuring the safety and well-being of the participants.
- Assist with program set-up and tear-down, including equipment preparation and maintenance.
- Engage actively with the children and parents/guardians, fostering a positive and inclusive environment.
- Work closely with community partner sports leagues and agencies to facilitate program integration and enhance the participant experience.
- Assist with administrative tasks, such as data entry, record keeping, and program evaluations.
- Contribute to the promotion of Their Opportunity programs through social media and community outreach events.

**Requirements:**

- Meet the eligibility criteria outlined on the Canada Summer Jobs website (refer to: [link: <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/who-can-apply.html>])
- Possess excellent organizational and time management skills.
- Demonstrate strong interpersonal and communication skills, with the ability to interact effectively with children, colleagues, community partners and parents/guardians
- Have a genuine passion for sports and a basic understanding of various sports activities
- Work well both independently and collaboratively as part of a team.
- Reliable and punctual, with a strong commitment to meeting deadlines.
- Have access to reliable transportation for traveling to program sites and community partner locations





## Terms of Employment:

**Position:** Recreational Activities Program Coordinator

**Employment Type:** Contract (Canada Summer Jobs Program)

**Duration:** 8 weeks, from June 2nd to August 1st, 2025

**Hours:** 35 hours per week

**Compensation:** \$17.20 Hourly

## About Their Opportunity:

Their Opportunity is a national registered children's charity that has the vision to educate, uplift & support children to overcome barriers through the strength of sport & generosity. Since inception, we have helped provide opportunities for over 70,000 children & affected thousands more through our Giveback Program; translating to over 1.1million hours of sport & recreation and hours of community service and engagement.

Their Opportunity hosts a unique Giveback Program where children who receive subsidies or participate in one of our core programs are asked to "pay it forward" within their community through volunteerism. We believe in creating a cycle of generosity, where active youth are empowered to give back to help build healthier communities.

To apply for this position, please submit your resume by email to Matthew Cronin at [Matthew@theiropportunity.com](mailto:Matthew@theiropportunity.com), with "Recreational Activities Program Coordinator" in the subject line.

## Contact Information:

Matthew Cronin, Director of National Programs and Communications

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