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**Position title:** Youth Activity Coordinator.

**Position type:** Summer Employment (flexible hours). Employment Period: June 01 – August 31, 2013

**Salary:** \$10.40 per hour. Total hours: 360 hours

**Reports To:** Louay Al-Ghoul, 2nd V. President, Human Resources and organizational structures.

**Description:** under the direction of the MIA Events and Sports Director, Osaed Khan, the Youth Activity Coordinator will be responsible for planning, initiating, coordinating and organizing youth sports and recreational activities during the summer.

**Duties and Responsibilities:**

- Communicate with the youth in the community to determine their needs and interests.
- Develop, plan, lead and implement variety of youth recreational, cultural and sports programs.
- Evaluate the effectiveness of programs initiated and recommend future enhancements.
- Create a database on youth related information and prepare monthly reports.
- Schedule activities, book facilities, recruit volunteers and coordinate youth events as required.
- Liaise and coordinate with other bodies providing services to the youth.
- Administer recreational programs to ensure that programs are delivered within established guidelines and in a safe environment.
- Monitor the use of recreational equipments and facilities. Ensure proper maintenance and use of all equipments and facilities in a safe and secure manner.
- Be familiar with legislation, policies, procedures and rules pertaining to sports, recreations, activities and events.

**Qualifications:**

- Minimum grade 10 education.
- Must be fluent in English.
- Class 5 driver license.
- Good interpersonal skills and ability to work independently.
- Self Starter with Initiative, Innovation and leadership.
- Willing to work evenings and weekends.
- Youth aged 15 to 29.
- Living in Manitoba and legally entitled to work in Canada (have a valid Social Insurance Number and a valid work permit if 15 years of age).

**The following individuals are not eligible to apply:**

- Immediate relatives (spouse, children, brothers or sisters) of a MIA Executive members or MIA Trustees or any contact person listed on the Green Team Grant Application form;
- Individuals already employed by MIA prior to the approved start date (if worked longer than three months on a full-time basis);
- Individuals with a financial interest in MIA;
- Self-employed individuals, independent contractors, sub-contractors, or commissioned salespersons.

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Please submit your resume with a cover page to MIA secretary: [osaed.khan@miaonline.org](mailto:osaed.khan@miaonline.org). (Address: 2445 Waverly Street, Winnipeg, Manitoba, R3Y 1S3). Submission deadline: May 28, 2013. Only individuals who meet the requirements will be called for interview. **Note:** This position can be combined with the Green Space Enhancer position.