

Summer Program Recreation Coordinator

Reports to: Program and Development Specialist

Scope: Full-time, Term Position (June 2 - August 29, 2025)

Direct Reports: This position does not have direct reports

Wage: \$19.00 per hour

Our Mission

At The Portal Youth Outreach Association, our mission is to support and empower at-risk youth in the Annapolis Valley by providing advocacy and ensuring easy, relational, and timely access to essential services. We envision a community where every young person has a safe, supportive, and loving home.

As the Summer Program Recreation Coordinator, you'll work closely with youth to co-design a summer of growth, fun, connection, and skill-building. From outdoor activities and creative workshops to volunteer opportunities and leadership development, you'll lead programming that encourages exploration, builds confidence, and supports personal goals. You'll be part of a passionate team and will be supported every step of the way.

Responsibilities

- Program Planning and Coordination: Design, promote, and lead 10 weeks of summer programming focused on recreation, skill-building, and personal development.
- Youth Engagement: Consult directly with youth to identify interests and co-create experiences that reflect their voices.
- Community Partnerships: Collaborate with local organizations to enhance programming and offer volunteer/service opportunities for youth.
- Event Logistics: Manage the planning and coordination of outings, on-site activities, and special events in partnership with the Youth Outreach Team.
- Promotion and Social Media: Work with the Communications Coordinator to develop engaging promotional materials and content for social media.
- Team Collaboration: Share participant updates, communicate program plans, and contribute to team discussions and program evaluation.
- Other duties as assigned by the Program and Development Specialist.

Requirements

- Must have a clear Criminal Records Check and Child Abuse Registry Check
- Commitment to maintaining strict confidentiality in all aspects of work
- Flexibility and willingness to work occasional evening and weekend hours as required
- Possession of a valid driver's license and reliable access to a vehicle
- Flexibility to work occasional evenings or weekends as needed

Qualifications

- Must be between 21 and 30 years old and returning to school in the fall
- Standard First Aid certification (or willingness to obtain before start date)
- Experience working with youth, particularly from diverse or marginalized backgrounds
- Strong organizational and time management skills
- Comfortable using social media and digital tools for promotion
- Ability to plan and lead recreational and skill-building programming
- Proficient in communicating via text, phone, and in-person

Personal Attributes

- Positive, approachable and supportive
- Passionate about working with youth in a relational, non-judgmental way
- Adaptable and calm under pressure
- Committed to collaboration and teamwork
- Comfortable balancing fun with structure and responsibility

Our Commitment to Inclusion

The Portal Youth Outreach Association values diversity, equity, and inclusion in all areas of our work. We welcome applications from individuals who identify as Indigenous, African Nova Scotian, racially visible, LGBTQ2S+, persons with disabilities, and others from equity-seeking groups. We encourage you to self-identify in your application if you belong to one of these groups.

Working Conditions

This active, hands-on role takes place in community spaces, outdoors, and in the Portal's Rec Space. Your days will involve program planning, event facilitation, youth engagement, and transportation to and from activities. You'll be working in a dynamic environment with a focus on connection, creativity, and positively impacting youth lives.

Support and Performance Review

At The Portal, you'll have access to ongoing support and opportunities for growth. You'll work closely with the Program and Development Specialist, receiving feedback and guidance to help you succeed. We encourage continuous learning and will provide resources to help you grow in your role while fostering a positive, team-focused environment.

Equal Opportunity Statement

The Portal Youth Outreach Association is an equal opportunity employer and prohibits discrimination based on race, colour, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.