

Matthew House Refugee Welcome Centre
A Program of Windsor Baptist Refugee Ministries

Job title: ***Community Recreation Leader***
Reports to: *Shelter Program & Orientation Coordinator*
Status: Full-Time – Eight-Week Contract
Hours and Rate: \$17.35 per hours for 35 hours per week

Position Summary:

Working as part of a team of four, high-energy leaders, you will develop and execute programs and activities to help newly arrive refugee claimant families and their children connect with social, cultural, and recreational opportunities in our community.

Key responsibilities: Programming, Safety, Volunteers, Administration

Duties and Responsibilities

Programming

- Design program plans for various age groups that will introduce participants to a variety of sport, fitness, and recreational activities
- Develop Inclusion Plans for children requiring additional supports
- Co-lead 12 program activities (4 per week X 3 weeks) between the two sites
- Co-lead 2 X 1 week day camps for elementary aged children
- Co-lead a 1 week, Youth Community Exploration camp for secondary aged students
- Connect Refugee Claimant families with summer social and recreational activities in Windsor and Essex County
- Make Refugee Claimant families aware of festivals and events in our region
- Educate Refugee Claimant families on Windsor's Pathway to Potential funding and the various fitness and recreational activities available during the summer for children.
- Plan and lead family friendly day trips and excursions to local cultural/recreational destinations, festivals and events
- Request and care for supplies and equipment needed for programming
- Cultivate partnerships with local sport, fitness, and recreation organizations
- Ensure [PlaySafe](#) protocols are followed, including practice of [heat/sun safety](#)
- Ensure participants have access to timely and appropriate first aid
- Report any safety or behavior concerns to Supervisor

Volunteers

- Schedule volunteers as needed per program policies
- Schedule additional volunteers to support children with inclusion needs
- Ensure volunteers are engaged and feel valued
- Supervise volunteers during tasks as required
- Engage and empower young leaders as volunteers in programming

Administration

- Maintain inventory of supplies and equipment
- Register participants and record attendance at all activities
- Survey parents at end of program to assess improvement to their child's mental and physical wellbeing
- Record statistics as identified

Due to the nature of our work, Matthew House emphasizes team work and the *Community Recreation Leader* may be required to assist other staff, volunteers, and donors from time to time, and as their own workload permits.

Other duties and special projects may be periodically assigned by Supervisor.

Preferred Qualifications

- Passion for people of all ages,
- Aged 15 – 30 years on start date,
- Canadian citizen, permanent resident, or a “protected person” (granted refugee status),
- Comfortable working cross culturally and communicating with people who speak diverse languages,
- Self-directed and able to take the initiative on projects,
- Excellent communication skills,
- Familiar with a variety of sport, fitness and recreation activities,
- Experience developing and leading programs for children of all ages,
- Thrives in a fast paced, team environment.
- If you really want to impress us, **incorporate the word HOPE** in the opening line of your cover letter and be sure to email as instructed.
- As condition of employment, must:
 - Provide a Vulnerable Sector Police Clearance
 - Complete an Oath of Confidentiality

Direct reports

- Volunteers as assigned

Approved by:	MM
Date approved:	2025-04-15
Reviewed:	