

**We are hiring!**

**Recreation Coordinator**  
**Full time, Term (May-Sept 2025)**

Knowles Centre is a treatment facility serving children, adolescents, and families from Manitoba.

**Position Overview:**

The Recreation Coordinator for the Healing Homes Program will plan, coordinate, and implement recreational activities for youth in a group care environment. This role involves developing various programs to support the emotional, social, physical, and developmental well-being of youth, while promoting a positive and healing environment. The Recreation Coordinator will work closely with program staff and therapists, to ensure that activities align with the goals of trauma-informed care and are culturally informed.

**Key Responsibilities:**

Activity Planning and Coordination:

Develop, plan, and organize various recreational activities and events, such as sports, arts, crafts, outdoor excursions, and team-building exercises. Activities should be designed to engage youth in positive and empowering ways, supporting their personal growth and healing.

Individualized Approach:

Create tailored recreational plans to meet each youth's unique needs, considering their interests, abilities, culture and therapeutic goals. This includes modifying activities as needed for youth with varying physical or cognitive abilities.

Team Collaboration:

Work closely with the Healing Homes program team to ensure recreation plans align with therapeutic goals and each youth's individualized care plan.

Youth Engagement and Support:

Provide ongoing encouragement and positive reinforcement to youth participating in recreational activities. Develop strong relationships based on trust, respect, and empathy, while providing guidance and support as needed.

Safety and Risk Management:

Ensure all recreational activities are implemented with a focus on safety and risk management. This includes supervising activities, ensuring that youth are adequately supervised, and that equipment and facilities are safe for use.

#### Progress Monitoring and Reporting:

Monitor and document the progress of youth participants in recreational activities. Regularly assess the effectiveness of recreational programs and provide feedback to the multidisciplinary team regarding the youth's participation, engagement, and emotional/physical development.

#### Community Partnerships:

Build and maintain relationships with local community organizations, volunteers, and service providers to enhance recreational opportunities for the youth. This may include field trips, community service projects, or engaging with mentors.

#### Administrative Tasks:

Manage scheduling, budgeting, and resource allocation for recreational activities. Ensure all necessary equipment and materials are in place for planned activities.

#### Professional Development:

Identify and pursue learning needs

### **Education and Experience:**

#### **Education:**

A post-secondary degree or diploma in Recreation, Therapeutic Recreation, Child and Youth Care, Occupational Therapy, Social Work, Psychology, or a related field is preferred. May be in the process of attaining degree/diploma. A combination of education and experience may also be considered.

#### **Experience:**

Experience working with youth, particularly in the context of child and family services (CFS), group care, or similar environments. Experience in planning and implementing recreational or therapeutic programs for youth is highly desirable.

#### **Skills and Competencies:**

- Strong understanding of trauma-informed care and its application in a youth setting.
- Knowledge of Indigenous history, including the impacts of colonization and residential schools, and an understanding of Indigenous perspectives and cultural practices.
- Ability to engage and motivate youth in various recreational and therapeutic activities.
- Knowledge of recreational programming and activity planning, including risk management.
- Excellent interpersonal and communication skills, with the ability to work as part of a team and with youth from diverse backgrounds.
- Ability to adapt programs to meet the specific needs of youth with varied developmental, emotional, and behavioral challenges.
- Strong organizational and time management skills.

#### **Certifications:**

Valid First Aid and CPR certification is required. Additional certifications in areas such as therapeutic recreation, youth mental health, or crisis intervention are an asset.

**Clearances:**

Knowles Centre is committed to providing a safe environment for children and youth. A satisfactory Criminal Record Check, Child Abuse Registry Check, and Vulnerable Sector Check are required prior to hire.

**Work Environment:**

This position is based in a group care setting. The Recreation Coordinator will interact directly with youth and staff in a supportive, therapeutic environment. This role is primarily a day-time role from Monday–Friday however, there may be a need for evening or weekend hours to accommodate programming schedules and ensure that activities are accessible for youth in care.

**Compensation:**

Compensation will be commensurate with qualifications and experience.

**Other:**

This position may be extended for an additional 6 months on a Part time/flexible schedule contingent on budget/funding.

**To Apply:**

Interested candidates are invited to submit their resume, including a cover letter, outlining their qualifications and experience relevant to the position to:

**J. Anderson, Director of Human Resources**

Email: [JAnderson@knowlescentre.org](mailto:JAnderson@knowlescentre.org)

Knowles Centre is committed to diversity and inclusivity in the workplace. We are a friendly organization that welcomes applications from all individuals who share our values of maintaining a respectful environment for all.

We thank all who apply; however, only those applicants selected for an interview will be contacted.

Knowles Centre acknowledges that we are gathered on Treaty 1 territory, the traditional territory of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene People, and the homeland of the Métis Nation. With the spirit of reconciliation and decolonization, we seek to understand our place in history and build alliances with Indigenous communities through education and collaboration. The Truth and Reconciliation Commission (TRC) 94 calls to action is a highly valued and integrated part of our culture and work.