

**MULTIPLE SCLEROSIS SOCIETY OF CANADA**  
**Edmonton and Capital Region Chapter**  
**Job Description**

**POSITION: Recreation and Youth Coordinator**

**GENERAL DESCRIPTION:** The Recreation and Youth Coordinator will be responsible for assisting in the delivery of a variety of client service programming, including recreation and exercise programs, children and youth programs and support, and education programs as required.

**REPORTING LINE:** This position reports to the Director of Client Services, Edmonton Chapter.

**MAJOR RESPONSIBILITIES:**

**1. Recreation and Youth**

- Coordinate recreation and exercise programs for persons with MS
- Plan and implement quarterly social events for persons with MS
- Plan and implement activities for the Young Adults Group, which consists of persons affected by MS between the ages of 18-35
- Assist in planning and implementing the Teen Escape program in July for youth aged 13-15, living with a parent that has MS
- Assist in planning and implementing the Kids Kamp program in July for children aged 6-12, living with a parent that has MS
- Assist in the further development of MS ActiveNOW, a health initiative promoting activity and exercise for persons with MS
- Assist in planning and implementing the Couples Getaway and Caregiver Retreat Weekends
- Represent Edmonton Chapter on the City of Edmonton Interagency Recreation Committee
- Promote and market recreation, exercise and children/youth programs in the community

**2. Support**

- Assist Community Support Coordinator in facilitating recreation activities and social events in community support groups as needed.
- Act as a liaison with MS Community in Strathcona County

**3. General**

- Coordinate equipment loan program for Edmonton Chapter
- Distribute bus tickets as needed to Edmonton Chapter members
- Provide face-to-face and telephone support and information to clients.
- Submit a monthly report and statistics summary to the Director of Client Services, Edmonton Chapter.

- Maintain accurate records of all activities.

**MINIMUM EDUCATION REQUIRED:** Degree in Recreation or related disciplines.

**EXPERIENCE NECESSARY:** A minimum of 1-2 years experience in recreation programming, group facilitation and/or children's programming.

**SKILLS REQUIRED:**

- Ability to plan and implement quality recreation activities, exercise programs and social events for children and adults
- Ability to properly facilitate groups ranging from five to thirty individuals
- Ability to deal sensitively and appropriately with a variety of people, both in person and on the telephone
- Strong administrative skills and ability to multi-task
- Strong oral and written communication skills
- Ability to represent the MS Society in an appropriate manner

**HOURS OF WORK:** This is a 1.0 FTE position. Hours of work will be set to meet programming requirements. Office hours are between 8:30a.m. - 4:30p.m., Mondays through Fridays. Flexible hours and possible overtime are to be determined in conjunction with the Director of Client Services.

**PHYSICAL DEMANDS:** This position must meet the demands of clients, staff, volunteers and other MS Society members. Travel within the Edmonton Capital Region may be required. A valid Class 5 Drivers License is required. First Aid and CPR are also required.

**TO APPLY:**

To apply, please email or fax a cover letter and resume to Scott Rattray, Director of Client Services, MS Society of Canada-Edmonton Chapter. Applications will be accepted until July 12, 2010. Application information is below:

Mail: #150, 9405-50 Street, Edmonton, AB, T6B 2T4

Fax: 780-463-7298

Email: [scott.rattray@mssociety.ca](mailto:scott.rattray@mssociety.ca)