



## **Park Program Coordinator**

**Park People** is a national charity that builds stronger communities across Canada by animating and improving parks, placing them at the heart of life in the city. Created in 2011, we are a dynamic, growing organization that is at the forefront of a Canadian city park renaissance. We focus on facilitating neighbourhood engagement in local parks, providing resources and information for best practices for our parks, building a network of community park groups, bringing public attention to issues affecting our parks and highlighting the importance of good parks to the social, health, environmental and economic well-being of all Canadians.

### **Role:**

This role will support Park People's Administrative and Program teams with a wide variety of tasks: helping to facilitate the organization and on-the-ground delivery of programming in Toronto parks and working closely with community groups and organizational partners to animate public spaces throughout the summer of 2018.

### **Key Responsibilities:**

- Assist in the coordination of the Walk in the Park program, including evening onsite support and assistance with all aspects of logistics and volunteer support specifically with Friends of Parks groups
- Assist in the coordination of logistics of programs and events on the Green Line, such as walks, plant giveaways, and community garden harvest festivals
- Promote park events and programs through community media, direct outreach and social media
- Represent Park People at civic engagement events and festivals throughout the city
- Provide administrative support for and ensure proper tracking of summer parks programs specifically for evaluation and reporting;

### **Qualifications:**

- Comfort working with diverse communities and a willingness to reach out to community members
- Experience doing community engagement or community development work an asset
- Ability to work independently and able to work all across Toronto
- Able to work evenings and weekends with notice
- Excellent verbal/written communications skills; ability to interact and communicate with individuals at all levels

Self-motivated and able to work independently towards projects deadlines

**Anticipated start date is May 1, 2018 and end date is August 31, 2018.**

**Hours are generally 9-5 Monday to Friday with flexibility required to accommodate meetings and events on weekends and evenings. The position pays \$18.00/ hour.**

**How to Apply: We are grateful for funding from Miziwe Biik Aboriginal Employment & Training, All candidates must be registered at Miziwe Biik Aboriginal Employment & Training and residing in the GTA.**

If you are interested in pursuing a career in the community or not for profit sector, learning new skills and building a network, please send your resume and cover letter, referencing your eligibility to register as a client of Miziwe Biik Aboriginal Employment, to [admin@parkpeople.ca](mailto:admin@parkpeople.ca). Application deadline is April 15, 2018. **Early applications are welcome as interviews will start as soon as possible, and the position will be filled as soon as an appropriate candidate is found.**

For more information about Toronto Park People, please visit: <http://www.parkpeople.ca>

Position is subject to government funding. Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted. No phone calls please. Thank you for your interest.



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