



**ADAPTABILITIES**  
CREATING SUCCESS FOR LIFE

*AdaptAbilities is a registered charity that provides an essential service to individuals with special needs and their families. Our unique programs promote positive self-care and well-being, empowering individuals to grow, succeed and belong. We are looking for dedicated professionals who share this vision to join our team. This is an opportunity to make a difference, supporting individuals to be a part of their community.*

# Assistant Coordinator, HIA

## Purpose

Hearts In Action is a unique day camp that offers enjoyable, goal-directed activities and purposeful support for children, youth and young adults with special needs. The Hearts in Action Assistant Coordinator will coordinate and assist with the operation of Hearts in Action Camps, including planning, administration, and mentoring Team Leads and RCS/CS staff. They will support program operations, and actively support the Delivery team. They are integral to the success of the program by providing valuable support to families, Team Leads, RCS/CS and ultimately furthering the organizational vision.

## Key Functions

- Provide administration and program support to the Hearts in Action department
- Liaise with front-line delivery team staff, mentor seasonal staff within the department
- Assists with seasonal event operations
- Foster genuine relationships promoting dignity, personal interests and identities
- Empower people to create meaningful days and achieve their goals
- Communicate effectively with integrity to staff, individuals, families and co-workers
- Perform other job-related activities, as required

## Qualifications

- Some post-secondary in human services, programming or related discipline
- 1-2 years' experience in related field, with some administrative experience preferred
- Experience supervising and leading a team is an asset
- Experience working with children, teens and adults with disabilities is an asset
- Valid driver's license with reliable vehicle is required
- Excellent written and verbal communication in English
- Strong organizational skills and problem-solving abilities
- Flexible, comfortable working independently and collaborating as part of a team
- Clear Police Information Check and Intervention Record Check
- Possess or be willing to obtain: First Aid with CPR, Non-Violent Crisis Intervention, Abuse Prevention and Response Protocol, Medication Administration

## Working Conditions

This seasonal position takes place starting June 3, 2019 through to August 30, 2019, with the possibility of starting on May 6, 2019. Shifts are scheduled between 7:30am - 6pm, Monday to Friday. This is a full time, contract position working 40 hours per week. Candidate must be available for occasional weekend events and the ability to work in a fast-paced environment with flexibility to department demands.

## Compensation Package

\$20.00 - 22.00 per hour

**Deadline:** Ongoing, until April 15th, 2019

E-mail resume quoting position title in the subject line to: [employment@adaptabilities.ca](mailto:employment@adaptabilities.ca) or submit an online application form at [adaptabilities.ca](http://adaptabilities.ca)

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