



Wellness Program Coordinator

APPLICATION DEADLINE: May 10, 2024.

EMPLOYMENT TERM: 8 weeks, 35 hrs/week, \$18/hr

Up and Running Guelph is a not-for-profit registered charity that delivers supportive, nature-based walking and running programs that promote mental health and well-being. Our programs currently target adults (18+) looking to experience the mental health benefits of exercise, nature and social connections.

The successful candidate will assist with planning and implementing our programs with an emphasis on program support and coordination, along with volunteer training and management. Working within Up and Running Guelph's vast network of staff, volunteers, and community partners, the Wellness Program Coordinator will support program growth and development while simultaneously building positive relationships within the team and external parties.

The successful applicant will possess teamwork, organizational and leadership skills.

CORE RESPONSIBILITIES:

- Support planning and coordination of a program and its activities, Some work may require evening and/or weekend hours.
- Support evaluation and promotional activities
- Support the growth and development of programs
- Help build positive connections in our vast network of staff, volunteers, and community partners
- Support volunteer management activities including screening, recruiting, and training new volunteers
- Ensure implementation of policies and best practices
- Maintain budget and track expenditures/transactions
- Conduct ongoing communication with stakeholders and community organizations to strengthen relationships
- Create and manage mixed media communications.
- Schedule, organize and attend meetings/events as needed
- Maintain and update records
- Create reports or proposals
- Help identify and address barriers to program participation



SKILLS REQUIRED:

This job will encompass aspects from various academic fields but would benefit from someone with solid program coordination or volunteer management skills. The ideal candidate would be a post-secondary student or recent graduate interested in using their skills and passion to support an organization working to improve community mental health.

We are looking for candidates with:

- Proven experience as a program coordinator or relevant position
- Knowledge of program management and development procedures
- Ability to work with diverse and multi-disciplinary teams
- People skills, with strong written and verbal communication skills.
- Excellent organizational skills; detail oriented.
- Strong team skills, together with the ability to work independently.
- Active and well-rounded knowledge of social media.
- Creative thinking and problem-solving abilities.
- Time management and flexibility.
- Is committed to the mission and vision of the organization.

The job is located in Guelph and the successful applicant will be working remotely from their home, with virtual and in-person meetings or on-site activities with staff, Board members, committee members, and volunteers with whom the employee will be actively collaborating.

Salary: This position will be full-time (35 hours per week) for 8 weeks at a Wage Rate of \$18.00/hour. Hours are flexible and will require occasional evening and weekend shifts.

To Apply: Please email your resume to Kelly Legge at kelly@upandrunningguelph.ca no later than Friday May 10, 2024. We appreciate all applications, however, only those selected for an interview will be contacted.

Up and Running is committed to reflecting the diversity of our community. We believe in equity and inclusion and strongly encourage applications from all qualified individuals regardless of gender identity, race, sexual orientation, ancestry, and physical ability.

Note: This position is made possible thanks to funding from the Canada Summer Jobs program. Eligible applicants must: (1) be between 15 and 30 years of age at the start of the employment (2) be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act (3) have a valid social insurance number and be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.