



BEHAVIOURAL HEALTH FOUNDATION

35 avenue de la Digue
St. Norbert, MB R3V 1L6
Phone: (204) 269-3430
Fax: (204) 269-8049

Position	Activities Coordinator (Canada Summer Jobs)
Employment type	Full Time, Seasonal (8 weeks)
Shift / hours	35 hours a week , Tuesday – Saturday, 1:00 pm – 8:00 pm
Salary	\$15.90/hour

ABOUT US

The Behavioural Health Foundation (BHF) is a Therapeutic Community providing long-term bed-based treatment for adults and family units experiencing issues related to substance use and co-occurring mental health concerns. Programming includes individual and group counselling and focuses on wholistic person centered wellness. Adult education, employment development and life skills are key components of supporting residents to move to healthier coping and life choices.

BHF is one of the few programs where adults can enter with their children or reunify with children not in their care while they are in the program. With dedicated childcare and K-6 education on site, the program offers healing opportunities for the whole family. The Indigenous Services at BHF offer Traditional Teachings and Ceremonies to residents and community members. Traditional healing in a trauma informed environment has strengthened many members' success in changing their lives. The Outreach team supports members working to maintain healthy choices as they transition back into their communities.

visit www.bhf.ca to learn more about our program.

JOB SUMMARY

Activities Coordinator is responsible for assisting in planning, implementing, and supervising fun, safe, and entertaining activities and programs that promote recreation, creativity, and inclusive for all ages.

QUALITIES AND QUALIFICATIONS

- Experience in recreation field, special event planning or summer camp coordination.
- High degree of initiative and ability to work both independently and as part of a team,
- Possess strong organizational skills.
- Ability to motivate participants.
- Past volunteer experience an asset.
- Possess Class 5 Drivers Licence an asset.
- Knowledge and understanding of Indigenous history, culture, practices, customs, and beliefs.
- Organizational and planning skills with related decision-making abilities
- Able to treat each participant with dignity and respect.

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- Assist in the planning and delivery of sport, culture, and recreation programs for all ages;
- Assist in coordinating special events, including facility bookings, and set up/take-down.
- Ensure the safety and mitigate risk of participants of recreational activities.
- Provide a safe, welcoming, and inclusive atmosphere for all.
- Work in conjunction with the Program Director and provide updates on program attendance, program development, and any concerns or issues; and,
- Promote active participation in a healthy lifestyle.

- Develop a portfolio of possible activities and outings for future opportunities.

ADDITIONAL INFORMATION:

This position is partially funded under the Canada Summer Jobs program. Applicants must be between the ages of 15 and 30 to apply.

The schedule for this position is based on a 35-hour work week and must be flexible to accommodate evenings, weekends, and occasional holidays.

HOW TO APPLY

Applicants can express their interest by submitting a cover letter along with their resume and salary expectations to judy@bhf.ca. We thank all applicants, but only those being considered for an interview will be contacted.

Behavioural Health Foundation is an equal opportunity employer that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect. BHF offers competitive salaries and excellent benefits and is committed to cultivating an environment where work-life balance is valued.