

Canada Summer Jobs Posting – Community Centre Coordinator May 2026

Summary:

The Community Centre Coordinator will play a key role in strengthening relationships between Rosedale United Church, The Rosedale Centre, and the wider community. This position will help expand access to programs, reduce barriers to participation, and build meaningful connections with priority groups, including youth, seniors, newcomer families, and individuals seeking social connection and support.

Working closely with the Executive Director, the Coordinator will help develop new community programs for the upcoming fall season—gathering feedback, updating contact lists, supporting partner consultations, and contributing to program design that responds to local interests and community priorities. The role also includes coordinating outreach activities, engaging directly with residents, and supporting on-site operations to ensure our shared Church and Centre spaces remain welcoming, organized, and accessible.

Key Responsibilities:

Program Development

- Support the planning and developing fall programs for youth, seniors, families, and newcomer communities
- Gather feedback through surveys, conversations, and online engagement to identify community needs, interests, and barriers to participation
- Maintain and update a community contact database so information is accurate, organized, and useful for targeted outreach and program planning
- Research community trends, potential partners, and emerging program opportunities
- Assist with logistical planning for new programs, including scheduling, space use, accessibility considerations, and materials
- Draft program descriptions and internal outlines to prepare for fall program launches

Community Outreach & Engagement

- Attend local events and community spaces to increase visibility of Rosedale United Church and The Rosedale Centre
- Distribute promotional materials and speak directly with residents about available programs, events, and services
- Respond to inquiries and provide guidance on how to access programs, events, and community supports
- Strengthen connections with priority groups—including youth, seniors, and newcomer families—through direct outreach and regular communication

Partner & Stakeholder Coordination

- Liaise with local agencies, service providers, arts and cultural groups, and community organizations to support collaborative programming
- Assist with promoting shared events, cross-referrals, and opportunities for joint initiatives
- Maintain a list of prospective partners and support follow-up and relationship-building activities

Operational & Administrative Support

- Welcome visitors, provide front-desk support, and help ensure a positive experience for all who enter the building
- Assist with administrative tasks such as scheduling inquiries, preparing attendance lists, printing materials, and answering phones
- Provide on-site support for programs, rentals, and events, including occasional evening or weekend shifts
- Help maintain public spaces so they remain clean, organized, and welcoming

- Address small, time-sensitive building needs when facility staff are offsite

Work Environment & Physical Requirements:

- This position reports to the Executive Director
- This is an in-person position, working in an open workspace environment during regular business hours
- Candidates must be comfortable working with frequent interruptions and changing priorities
- Evening and weekend work may occasionally be required to support community activities
- Candidates should be comfortable moving throughout a large multi-level facility and occasionally assisting with light event-related tasks or setup support

Canada Summer Jobs Requirements:

- Applicants must be under the age of 30 at the beginning of the employment period
- Applicants must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment (international students are not eligible)
- Applicants must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with Ontario legislation and regulations

Experience & Education:

- Enrolled in or recently completed post-secondary studies in Social Sciences, Community Development, Education, Recreation, Social Work, or a related field; equivalent experience welcome
- Community outreach, volunteer engagement, customer service, or program support experience an asset
- Experience using Google Workspace and/or Microsoft Office applications for reporting, digital file maintenance, communication, and collaboration
- Experience with cloud-based file management and digital collaboration tools
- Have command of the English language, including clear and professional verbal and written communication skills and comfortable communicating with diverse populations

Skills & Abilities:

- Friendly, welcoming, and confident engaging with community members, partners, performers, volunteers, and staff
- Passionate about strengthening community connections and supporting meaningful engagement
- Reliable, detail-oriented, and committed to inclusive community service.
- Excellent organizational and time management skills, with the ability to manage multiple projects and deadlines simultaneously
- Able to work independently while contributing positively within a collaborative team environment
- Strong interpersonal skills with the ability to interact professionally with community members, partners, performers, volunteers, and staff
- Ability to exercise discretion and maintain confidentiality in an open office and community setting

Employment Terms & Compensation:

- 8 weeks of employment beginning mid-June
- 35 hours per week
- \$20/hour

How to Apply:

- Please send your resume and cover letter to application@rosedaleunited.org