



Our Mission To provide quality services which enhance the lives of people with disabilities.

Career Opportunity
Activity Coordinator
Internal & External Posting
Reference: #AC-01

General Description:

The Activity Coordinator position is an independent role, that works with a variety of people to organize and host activities & events throughout the Agency. The Activity Coordinator will work with Access, Impact and Reach management to ensure all resources and materials are available to complete scheduled and impromptu activities. This position will require administrative components including planning events, organizing supplies, tracking participating numbers, cost analysis, and recording feedback per event. The Activity Coordinator will promote activities and recreational events happening at Quest and in the community.

It is crucial that the successful candidate be able to cater events to be inclusive to the differing abilities of the people we support at Quest.

Experience, Education, and Requirements:

1. Post-Secondary Diploma in Event Planning, Therapeutic Recreation or related discipline
2. Experience working with people with developmental disabilities
3. Experience working with people in a leadership role (summer camps, volunteer work, organizing events, etc)
4. Able to use personal vehicle during work time
5. Excellent written and verbal communication
6. Proficient in Microsoft Office and able to produce professional posters, presentations and proposals independently

Essential Qualities

1. Outgoing and energetic
2. Able to work with diverse groups of people
3. Organized and efficient
4. Knowledge of event planning practices and techniques
5. Confident with public speaking, promotional and marketing practices
6. Strong community connections
7. Flexible and engaging

Shift Rotation/Hours:		Wages:
Monday: 13:00 – 17:00	35 hours per week	DSWII-B Rate grid <i>(please inquire for more details)</i>
Tuesday: 9:00 – 17:30		
Wednesday: 13:00 – 20:30		
Thursday: 11:00 – 19:00		
Friday: 9:00 – 16:00		

Applicants must submit a letter of intent quoting the reference #AC-01 to Kendal Tremblay by email at hr@questsupport.com. Only those applicants successful for an interview will be contacted.



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Closing Date: January 18, 2023