



SUMMER JOB OPPORTUNITY

POSITION: Travel Training Coordinator, DiscoverMyRoute program (DMR), 1 position available

CONTRACT LENGTH: 4 months

START DATE: Immediately

SALARY: \$15/hr including 5% in lieu of benefits

WORKING HOURS: Flex hours, average of 37.5 hours per week- Monday to Friday

Job Summary:

The DiscoverMyRoute Coordinator is accountable to the Director of Resource Development and Marketing of Community Living Toronto. Their role is to oversee and coordinate the DMR fee for service program:

- Coordinate student recruitment, registration and manage the DMR database
- Schedule intake interviews, classes and route training for all DMR students
- Deliver intake interviews, classes and route training when needed
- Coordinate, implement, plan and assist with training for all DMR staff
- Monitor the schedules of the DMR instructors
- Continue the growth of DMR to agencies, families and individuals by working with the Marketing and Social Media teams
- Attend any additional training programs that will assist and improve the operations of DMR
- Lead and coordinate team meetings
- Provide high quality customer service to DMR students and their caregivers
- Provide verbal and written reports as needed
- Other duties as assigned

Reporting Relationships:

The DiscoverMyRoute Coordinator reports to the Director of Resource Development and Marketing of Community Living Toronto.



Job Qualifications:

The position requires a person between 15 and 30 years of age as of the start date of their employment. Experience supporting people with an Intellectual or Developmental Disability and current certification in First Aid and CPR are required. Experience with marketing and social media are an asset.

Required Knowledge, Skills and Attitudes:

1. Knowledge

- Experience supporting people in Developmental Services
- Experience using public transit

2. Skills

- Ability to lead a work team
- Excellent communication skills, both verbal and written
- Excellent time management skills and ability to work with a minimum of direction
- Excellent computer skills

3. Attitudes

- Willingness to take direction, be flexible and work in collaboration with the DMR Marketing and Social Media teams.
- Appreciation and respect for the validity of individual experiences and perspectives
- Commitment to collaborative approaches

TO APPLY:

Please email a copy of your resume and cover letter to Eric Laimer at elaimer@cltoronto.ca with the subject line containing "Travel Training Coordinator, DiscoverMyRoute".

When required and upon request, accommodations for disabilities will be provided.

We thank everyone for their interest in DiscoverMyRoute; however, only applications with the necessary qualifications, experience and education will be contacted for an interview.