

Job Offer

RECREATION SPECIALIST

Villa Maria is a private co-ed school providing secondary education in English and French to more than 1900 students in a unique bilingual environment.

In a constantly changing world, our school advocates personalized support in a stimulating setting. Students of both languages of instruction get to experience a bilingual learning environment. By harnessing technology for the service of education, we inspire our students with a pedagogical approach that's innovative, effective and student-centered.

Our mission

We help our students develop and achieve their full potential, preparing them to be citizens of the world with the ability to meet the challenges of tomorrow's labour market.

Opportunity

Be a part of a team who evolves and collaborates in an innovative bilingual working environment where people are central to our concerns and where everyone's efforts come together to create a quality learning environment for our student community. A career at Villa Maria means working at a renowned college that values diversity, inclusion, and self-fulfillment.



You are interested in the challenge?

Send your application to carriere-careers@villamaria.qc.ca

<https://villamaria.qc.ca/en/careers/>



Your role

As a Recreation Specialist, your principales responsibilities will be:

- Plan, organize, and coordinate cultural, ecological, introspective, and recreational student life activities
- Collaborate with professional and teaching staff in the development and implementation of these activity programs
- Use facilitation and group animation techniques to help students and groups organize themselves and participate in leisure activities
- Introduce students to a variety of activities, encouraging them to discover their interests and build self-esteem
- Evaluate and adapt existing activities based on student interests, making modifications as needed; guide and motivate students to choose activities that align with their developmental stage
- Prepare and take part in the planning and facilitation of major events and classroom visits
- Coordinate and organize theme days
- Participate in information dissemination through publicity committees, newsletters, posters, and announcements
- Oversee the maintenance of inventory items and ensure their proper use
- Perform any other related duties as assigned

The colleague we are looking for has:

- College diploma (DEC) in Recreation Management and Intervention Techniques, or a diploma recognized as equivalent by the relevant authority
- If your studies were completed outside of Quebec, please include a comparative evaluation of studies completed outside Quebec issued by the Ministry of Immigration, Francization and Integration
- Minimum of two (2) years of experience in a similar position
- Demonstrated interest in ecological and cultural initiatives
- Proficiency in both French and English, spoken and written
- Proficiency with Google Workspace for information sharing
- Proficiency with Microsoft Office Suite
- Strong communication skills, excellent customer service abilities, and a proven ability to work effectively as part of a team
- Excellent organizational and time management skills
- Strong listening skills and demonstrated problem-solving abilities
- Diplomacy, discretion, thoroughness, and keen attention to detail



WHY CHOOSE TO WORK AT VILLA MARIA?

- A group insurance plan adapted to our employees' needs
- An employee assistance program
- Job placement program
- A warm and human working environment
- The possibility of cooperating with our multidisciplinary team on several committees
- A historic and enchanting outdoor environment
- Close to a Metro station
- Free parking

OUR VALUES



Self-respect, respect for others and the environment



Self-confidence and the desire to excel



Determination and intellectual curiosity



Creativity and innovation



Leadership



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