

Caldwell Family Centre
Job description

Job title

Program Coordinator (Canada Summer Jobs 14 weeks)

Reports to:

Manager of Finance and Administration

Overview:

The *Program Coordinator* will work in collaboration with the staff and volunteer team to plan, promote, and ensure delivery of programs, including children and youth programs, and employment programs. Would be of interest to those studying, or have studied Health and Social Service, Child and Youth Worker, Early Childhood Education, Non-Profit Manager, Human Service, Volunteer management

Responsibilities include, but are not limited to:

- Assisting in the development of programs that provide well rounded service to continuity
- Developing, facilitating, and collating client surveys to ensure relevance of current programming, and to help form future services
- Working with the Marketing Coordinator to promote programs and services, such as the back to school backpack, Chromebook, Christmas Hamper, Baby Depot programs
- Entering client information into various databases for tracking
- Collecting program statistics to report to funders
- Assisting in recruiting and engaging volunteers for appropriate program activities
- Attending community meetings, such as Community Development Framework, to network with other service providers
- Pitching in where necessary, including on front line of program delivery such as Food Security and Baby Depot programs

Required:

- Must be between 15 and 30 years of age at the start of the employment
- 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
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Have a pleasant personality and willingness to work with people from all backgrounds and cultures