



# **THE GOOD FIGHT**

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## **BE PREPARED FOR LIFE**

## **PROGRAM COORDINATOR**

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**Title:**

Program Coordinator, FTE

**Reports To:**

Executive Director

**Overview:**

The Program Coordinator will provide organizational and programmatic support. They will serve as an integral role in providing and coordinating exciting youth programs and material for youth engagement. The position will ensure activities and events are effectively planned, staffing needs are met and corresponding budgets exist and funds are available to execute activities. They will support the Executive Director by serving as advisor/liaison for the organization in the community.

**Responsibilities and Duties:****Program Management**

- Develops and coordinates the implementation and evaluation of youth programs
- Creates schedules, timelines and detailed outlines for all youth activities.
- Support new initiatives and integration into the organization's framework.
- Identify and report trends and priorities for youth programs
- Determine gaps in service delivery and recommend strategies for improvement
- Ensures daily operations of the program are carried out
- Maintains and expands effective collaborative relationships with schools, organizations, etc and serves as a liaison between youth program staff and program administrator.
- Works collaboratively with Executive Director
- Provide youth with intensive support, mentoring, and monitoring to assist them with addressing needs identified by parent/guardian or referring body. Needs include but not limited to: grades, school attendance, behavior.)
- Maintain regular contact with the parents/guardian to collaborate and to provide ongoing support to the parent/guardians.
- Maintain contact with the participants' schools, as necessary to monitor the youths' compliance with attendance and behavior at school.
- Develops and maintains an awareness of services and programs for youth in the region, make connections with their leadership
- Ensure implementation of policies, procedures and develops others if necessary

- Ensure all facility based events are carried out
- Perform other duties as assigned by the Executive Director.

### **Staff Management**

- Manages program staff, including recruitment, hiring, training, guidance, supervision
- Facilitate program staff meetings, development of work plans, as well as, conducting performance evaluations
- Advises and supports staff when resolving problems
- Ensures that all staff and volunteers create and maintain a non-judgemental environment for all participants
- Ensures leadership by encouraging communication, participation and motivation while fostering a positive team environment
- Encourages the professional development of program staff
- Ensures staff coverage and appropriate ratios for safe program delivery
- Manages volunteers: including recruitment, onboarding, guidance and supervision

### **Administrative and Financial Management of the Program**

- Participates in creating the budget for programs in collaboration with the Executive Director
- Monitors and manages the program expenditures
- Participate in the application for funding (ie. grants) in collaboration with the Executive Director
- Ensures a safe filing system for all confidential documents related to staff, volunteers and students

### **Essential Knowledge, Skills and Experience:**

- Minimum of 2 years experience managing programs and staff or related experience
- Demonstrate enthusiasm, professionalism and excellent interpersonal skills
- Possess excellent time management skills with the ability to coordinate multiple projects simultaneously
- Ability to work independently, prioritize, organize, problem solve and exercise sound judgement when making decisions.
- Proven ability to maintain effective working relationships with individuals from diverse backgrounds including colleagues, supervisors, volunteer staff, program participants, school administrators and community partners
- Ability to motivate youth and handle behavior problems
- Ability to deal with the general public
- Ability to organize and supervise members in a safe environment
- Capacity to work with people from diverse cultural backgrounds
- Capacity to work efficiently within a multidisciplinary team

- Strong ability to work independently
- Excellent interpersonal and communication skills
- Demonstrates a non-judgmental attitude (i.e.: sensitivity to diversity, poverty and marginalized identities)
- Available to work a flexible schedule, including some evenings and weekends
- Available to be on-call during all program hours (weeknight evenings, including Friday nights until 7 pm)

**Physical Demands:** Demonstrated ability to: maintain a high energy level. Be comfortable performing multifaceted projects in conjunction with day to day services. May require being active for long periods of time; must be able to function under fast paced and noisy conditions; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds.

**Disclaimer:** The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of staff assigned to this role.

**Compensation:** Full-time position; 40 hours a week