Employment Opportunity

Bridge Summer Program Coordinator – Summer Student

(35-40 hours/week, May 28, 2018 - August 17, 2018)

Closing Date: May 11, 2018

About the position:

The Bridge Summer Program Coordinator will be responsible for the planning, developing, coordinating and implementing of activities and events for youth at designated school location for the Bridge Summer Program.

Scope of Duties and Responsibilities:

Organization and Coordination:

- Oversee and manage client registration process for Bridge Summer Program
- Coordinate, oversee and implement educational and recreational activities for the Bridge Summer Program
- Organize and coordinate field trips, guest speakers, professional development sessions and community events
- Review, create and deliver lesson plans that are both culturally sensitive and effective
- In conjunction with the Program Team Lead, train and supervise staff to ensure summer program is administered efficiently
- Assist and report to the Program Manager with the measurement and evaluation of program outputs, outcomes and impact
- Evaluate programs to ensure effectiveness; provide feedback to the Program Manager in a timely manner
- Research, develop and recommend new and innovate ways to improve programs to the Program Manager
- Coordinate and facilitate engaging activities in the classroom, gymnasium and outdoors
- Liaise and promote program with schools, community partners and ESL contacts
- Ensure that rules, regulations and policies of The Calgary Bridge Foundation for Youth and their respective partners are adhered to
- Ensure client information is kept up to date, organized and confidential (i.e. completed registration forms, field trip permission forms, surveys)

Communication and Facilitation:

- Communicate with the Program Team Lead and Program Manager in a timely manner regarding high priority and sensitive items (Child Abuse, Sexual Harassment etc.)
- Respond to general inquiries from the public, schools, and clients
- Ensure sufficient material and supplies are on hand for summer program and community event
- Create and design program promotional material including posters, brochures, advertisements and other types of print and online media
- Promote and contribute to various social media sites regarding program (i.e. Facebook, Twitter, etc.)
- Present to large and small groups of youth, parents and other stakeholders
- Perform other duties of the Program Coordinator role as needed

Supervision:

- Supervising part-time Summer Program Facilitators, Summer Program Volunteers, and Facilitators in Training (FITs), reporting program outcomes to the Program Team Lead and Program Manager, and managing a variety of administrative tasks.

The duties and responsibilities outlined above are representative but not all inclusive. Other related duties as required.

Qualifications and Requirements

Due to funding through Canada Summer Jobs the following are requirements for the position:

- Must provide proof of Canadian Citizenship, Permanent Residency, or Official Refugee Protection Status
- Must be between the ages of 18 -30 years of age
- Proof of registration to post-secondary as a full-time student in the previous academic year and the intent to return to school on a full-time basis in the next academic year

In addition:

- 2 -3 years of experience working with immigrant refugee children and youth
- Advanced level written and spoken English language
- Fluency in second language is considered at asset
- Reliable transportation and valid driver's license
- Flexible to work occasional evenings and weekends
- Knowledge of current community resources in Calgary; cultural awareness, sensitivity and the ability to empower newcomers is an asset
- Knowledge of trauma informed practice is an asset

Please submit your resume and cover letter including salary expectations to hr@cbfy.ca by May 11, 2018 @ 5pm. We thank all candidates who apply. Only those selected for an interview will be contacted. No phone calls please. The Calgary Bridge Foundation for Youth provides equal opportunity employment and encourages applications from all qualified persons. Visit our website at www.cbfy.ca