



Employment Opportunity

Afterschool Program Coordinator (FTE 40hours/week)

Closing Date: May 24, 2019

About the position:

The Afterschool Program Coordinator will be responsible for developing, coordinating and implementing programs and community events primarily for youth ages 14 – 19 years old at designated school and community locations. Responsibilities include training and supervision of part-time staff, communication and marketing to clients, schools and community partners. Collecting and reporting data related to program outcomes and deliverables to the Program Team Lead and Manager amongst other administrative tasks.

Scope of Duties and Responsibilities:

Training and supervision

- Train up to 60 part-time Program Facilitators and volunteers to run programs in accordance with the Afterschool program design
- Supervise and mentor up to 30 Program Facilitators and volunteers at various program locations around the city
- Supervise clients at various program locations around the city and if needed be prepared to facilitate lessons or tutor
- Complete performance evaluations for up to 30 part-time staff
- Assist in the onboarding of new staff members
- Ensure that rules, regulations and policies of CBFY and their partners are adhered to

Planning and organization

- Plan, organize and implement program specific yearly calendar to deliver program
- Create effective lesson plans/workshops for assigned program locations
- Fill out company documents to complete Afterschool program initiatives
- Plan, organize and implement company-wide events
- Participate and implement various company-wide committee initiatives
- Ensure materials are regularly purchased, transported, prepared and supplied to designated program locations
- Research, develop and recommend new and innovate ways to improve programs
- Participate in and/or facilitate meetings with staff to ensure Afterschool Program directives are met
- Monitor program budgets

Communication and marketing

- Create and maintain positive relationships with school contacts and community partners
- Update Team Lead about programs including events and current initiatives
- Design and create program promotional material to be given out to clients at designated high schools.
- Promote CBFY programs with schools contacts, community partners, possible clients and stakeholders

Administration and data collection

- Oversee and manage client registration for assigned programs
- Respond to general inquiries from the public, schools, and clients
- Collect and input information into computer databases on a regular schedule
- Ensure client information is kept up to date, organized and confidential
- Assist in the collection and reporting of Afterschool Program Data collection plan
- Evaluate programs to ensure effectiveness; provide feedback to the NextGen Team Lead in a timely manner

Qualifications and Requirements

- Post- secondary degree in education, social work, human services or a related discipline
- 2-3 years related work experience in the not for profit sector
- Advanced written and spoken English Language
- Experience and knowledge of Microsoft programs including Word, PowerPoint, Outlook, and Excel
- Current Standard First-Aid certificate, or willingness to obtain one prior to commencement of employment
- Police Check Clearance or willingness to obtain one prior to commencement of employment
- Child Intervention Check Clearance or willingness to obtain one prior to commencement of employment
- Reliable transportation and valid driver's license
- Flexible to work during evenings and weekends
- Experience working with refugee/newcomer populations is considered an asset
- Strong knowledge of current community resources in Calgary; cultural awareness, sensitivity and the ability to empower newcomers is considered an asset

Please submit your resume and cover letter including salary expectations to hr@cbfy.ca by May 24, 2019 @ 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