



Employment Opportunity
Bridge Summer Program Coordinator
(35-40 hours/week, June 3, 2019 - August 16, 2019)
Closing Date: May 20, 2019 @ 5pm

About the position:

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

Scope of Duties and Responsibilities:

Training and Supervision

- In conjunction with Team Leads, train up to 60 part-time Program Facilitators and Volunteers
- Supervise and mentor up to 15 Program Facilitators, Facilitators-in-Training, and Volunteers at assigned program location
- Supervise participants at assigned program location and if need be be-prepared to facilitate lessons in accordance to the Afterschool program summer curriculum
- Complete performance evaluations for up to 15 part-time staff and volunteers
- Ensure that rules, regulations and policies of The Calgary Bridge Foundation for Youth and their respective partners are adhered

Planning and organization

- Coordinate, oversee and implement activities for the Bridge Summer Program
- Organize and coordinate guest speakers, field trips, and Bridgefest event
- Review, create and deliver lesson plans that are both culturally sensitive and effective for children ages 6 – 12 years old
- Ensure sufficient material and supplies are on hand for assigned summer program school and Bridgefest event
- Fill out company documents to complete Afterschool program initiatives
- Participate and implement various company-wide committee initiatives
- Monitor program budgets

Communication and marketing

- Communicate with the Program Team Lead in a timely manner regarding high priority and sensitive items
- Respond to general inquiries from the schools, clients, and the general public
- Design and create program promotional material to gain more clients for programs and events
- Promote CBFY programs to school contacts, community partners, and the general public

Administration and data collection

- Oversee and manage client registration clinics and database for assigned program school
- Collect and input information into computer databases on a regular schedule
- Ensure client information is kept up to date, organized and confidential
- Assist and report to the Team Lead with the measurement and evaluation of program outputs, outcomes and impact
- Evaluate programs to ensure effectiveness; provide feedback to the Team Leads in a timely manner

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

In addition:

- Must have completed or be in the process of completing Post- secondary degree in education, social work, human services or a related discipline
- 2 -3 years of experience working with immigrant refugee children and youth
- Advanced level 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 Record 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 and insurance coverage
- Flexible to work occasional evenings and weekends as required
- Strong knowledge of current community resources in Calgary; cultural awareness, sensitivity and the ability to empower newcomers is considered an asset
- Fluency in second language is considered an asset

Please submit your resume and cover letter including salary expectations to hr@cbfy.ca by May 20, 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