

August 8th, 2022

POSITION: Programs Coordinator/Family Resource Facilitator

STATUS: Full Time job-sharing position with Goulds Recreation Association (20 hrs) and the Kilbride to Ferryland Family Resource Centre (17.5 hrs)
 August/September 2022 – end of June 2023, with possibility of extension

Goulds Recreation After School Leisure Program:

Following the High Five Framework, this program is an opportunity for children in grades K-5 to participate in a low and high organized games, arts and crafts, recreation activities, sports, group projects and free play.

The Kilbride to Ferryland Family Resource Center Coalition Inc. (KFFRC), is a community-based, registered charitable organization funded through the Department of Education. The KFFRC provides a wide range of needs-based family resource programming designed to enhance parent-child relationships, promote healthy prenatal and postnatal care, and enhance child development in the communities from Kilbride to Ferryland, with emphasis on programs for families with children aged six years and younger.

Role:

Under the direction of the Recreation Coordinator at Goulds Rec, the programs coordinator will take the lead role in the planning and implementing of Goulds Rec After School Leisure Program. This includes the provision of direct supervision of the Leisure program staff and participants. Under the direction of the Executive Director at the KFFRC, the family resource facilitator will run programming for parents, caregivers and children that focus on the health and wellbeing of families.

Duties:

Goulds Rec Program Coordinator

- Develop and implement the After School Leisure program and schedules
- Coordinate with the busing service, as well as Goulds Elementary on the pickup of participants
- Coordinate set-up and clean-up for the program with assistance from counselors
- Provide feedback and recommendations on ways to improve the program
- Discuss any issues with guardians and participants when required
- Document practices and procedures and complete other required paper work
- Be of assistance to the Recreation Coordinator in the area of program planning and implementation

KFFRC Family Resource Facilitator

- Oversee space, equipment and materials, and health and safety needs of young children including physical activities, nutritious snacks etc.
- Plan, advertise for, implement, and lead developmentally appropriate enrichment programs for children
- Engage parents with their children in a positive manner
- Being aware of, and support the needs and concerns of parents
- Provide coverage for programs when needed
- Programs will take place in Kilbride and Goulds.

Qualifications:

- Completion of Post-secondary education/training in a field related to children/youth (ie. early childhood education, recreation, physical education, education, etc), or combined experience of 2+ years working with children/youth
- Current Standard First Aid with CPR Level C and AED training
- Current RNC Certificate of Conduct and Vulnerable Sector Check
- High Five Principles of Healthy Child Development Certification (or willing to complete)
- Willing to complete certification in the Healthy Together Program (funding will be provided)
- Experience in planning and delivering programs for children/youth/families in a group setting
- Excellent communication and supervision skills
- Experience in supervising staff/volunteers and programs
- Must have a valid drivers license and access to own vehicle. Must be willing to travel to various sites under the KFFRC and willing to pick up program supplies on occasion – Business insurance on vehicle may be required
- Willing to complete other training applicable to the position
- These positions often require agility, constant mobility and occasional lifting.

RATE OF PAY: \$16 per hour

HOURS OF WORK: 37.5hrs/week Monday – Friday, weekday mornings/afternoons;
1 evening/week. May be hours outside of times noted on occasion.

CLOSING DATE: open until position is filled

HOW TO APPLY: Please put all resumes to the attention of Nicole Chafe

BY EMAIL: gouldsrecreation@gmail.com

BY FAX: 709-745-2727

DROP-OFF: Goulds Recreation Centre, 509 Main Road, Goulds, NL

Goulds Recreation Association and the Kilbride to Ferryland Family Resource Centre are both equal opportunity employers. We want to thank everyone in advance for applying. Only those selected for an interview will be contacted.