

**PROGRAM COORDINATOR**  
**Full-Time (35 Hours/Week), 12 Month Term Position**  
**February 2020**

**Candidate Profile, Position Summary and Purpose**

The Program Coordinator is responsible for planning, delivering and directing programs for children in designated programs in the West Central neighborhood of Winnipeg. This position includes assisting with leading and managing Evermore's Program Facilitators and Volunteers.

The Program Coordinator's position is guided by Evermore's mission, vision, core values and guiding principles.

**Mission Statement**

Evermore Gather Grow Lead Inc. inspires children through quality recreational opportunities

***Evermore Gather Grow Lead Inc. inspires children by:***

- Providing a safe place where children feel a sense of belonging;
- Structuring opportunities for growth, skill development and creativity through mentally and physically stimulating activities;
- Being positive role models, and practicing consistency and stability; and
- Creating opportunities to enrich the West Central neighborhood of Winnipeg.

**Vision Statement**

Building Community Through Children

**Core Values**

Valued and Honored  
Empowerment  
Stable and Consistent  
Meaningful Relationships  
Positive Growth

**Guiding Principles**

Evermore Gather Grow Lead Inc. is committed to the following principles:

1. Providing equal opportunities for children ages 6 to 12 years with programming that is inclusive, non-discriminatory and non-judgmental;
2. Ensuring safety for all involved in our organization;
3. Valuing the skill, passion and dedication of our staff and external talent (volunteers);
4. Honoring our history by remaining rooted in the West Central community of Winnipeg;
5. Providing a stable, consistent presence in the West Central community while being open to partnerships that increase our capacity to provide quality, inspiring programming for children; and
6. Organizational growth and development that is sustainable and viable.

**Duties and Responsibilities**

1. **Staff and Volunteer Management (20%)**

- Ensuring all staff and volunteers are included, supported and fully informed
- Use clear and concise communication so that expectations are achieved
- Check in with staff and follow up with issues or concerns (i.e. training/support)
- Foster growth and team work

**2. Program Planning and Management (30%)**

- Ensures that the programs and services offered contribute to the Organization's Vision and Priorities.
- Implements Evermore programs and services, including special projects
- Mapping out and scheduling activities including determining needs for material, equipment, facilities, volunteers, supervision and instruction
- Acquiring needed materials, equipment, facilities, supervisors and instructors.
- Conducts needs assessments and researches ideas for recreation activities
- Identifies new program development opportunities
- Provides efficient and effective programming

**3. Program Leadership and Delivery (30%)**

- Ensuring daily duties and responsibilities at program sites are completed
- Observing necessary precautions to ensure an environment that is physically and emotionally safe
- Learning and enforcing Evermore's safety policies
- Dealing with incidents and sensitive issues in an appropriate and confidential manner
- Responding quickly and effectively to emergency or crisis situations, properly identifying behavior issues and patterns.
- Direct all Evermore Program Facilitators
- Direct all Evermore volunteers
- Teaching and participating in a variety of activities with program participants

**4. Program records and accounting (10%)**

- Ensuring program records, are completed and submitted in a timely and accurate manner
- Ensuring that all financial records/receipts are submitted to the Program Manager in a timely manner
- Ensures that the member files are securely stored and that privacy and confidentiality is maintained

**5. Risk Management (5%)**

- Ensures that risk identification and mitigation measures are followed
- Notifies the Program Manager and or Executive Director of risk situations in a timely manner

**6. Community Relations/Advocacy (5%)**

- Represents the organization in the community in a professional manner to enhance the organization's profile.
- Involving parents and families of program participants through communication

## **Qualifications**

### **1. Required Qualifications**

- Must have a vehicle for daily use (Requirement for Employment)
- Must obtain and maintain valid emergency first aid and CPR
- Must pass background checks with the Child Abuse Registry and the Winnipeg Police Department
- Must have a valid Manitoba Driver's License
- Must have demonstrated knowledge of conflict resolution and mediation techniques
- Post-secondary degree/certificate in recreation or a related field or equivalent experience
- 3 to 5 years' experience working in a non-profit setting required
- 3 to 5 years' experience in programming development and delivery for children required
- Experience working in a cross-cultural context
- Microsoft Office Suite: Word, Excel, Access, Power Point, Outlook and Canva
- Email
- Use of Internet for research and general information
- Familiar with the use of social media platforms
- Ability to physically play and demonstrate games to groups of children ranging in age from 6 to 12 years old

### **2. Desired qualifications**

- Knowledge of current events and opportunities that affect and/or relate to the mission of Evermore
- Knowledge of Community Resources and Child Welfare System
- Knowledge of child development, Children's issues and recreation.
- Ability to establish and maintain positive working relationships both internally and externally
- Ability to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Ability to work cooperatively with others to set goals, resolve conflicts and make decisions that enhance the effectiveness of Evermore
- Skilled at setting priorities, developing work schedules, monitoring progress and tracking details, data, information and activities
- Ability to assess problems, identify causes, gather and process relevant information, generate possible solutions and make recommendations and/or resolve the problem
- Ability to think strategically and analytically
- Non Violent Crisis Intervention certificates

## **Hours of Work**

This is a full-time 12 month term position to a maximum of 35 hours per week, 7 hours a day. The scheduled shifts for the Program Coordinator will take place primarily on weekdays between 10:00am – 5:00pm. Occasional evening and weekends hours will be required.

**Wage:** \$15.00/hour

## **Reimbursement of Mileage**

Employee will be reimbursed for the use of their vehicle by kilometers driven



1. All applicants must be legally entitled to work in Canada
2. Applicants must email a copy of their cover letter and resume

Attention: Program Coordinator Position

Questions or Concerns please call 204-772-9315

*We thank all who apply and advise that only those selected for further consideration will be contacted.*