

**Caldwell Family Centre**  
**Job Description**  
**Coordinator - *Be Inspired!* Afterschool Program**  
**For children aged 6-15 years**

**Reports to:** Executive Director

**Hours:** 3:45-6:15 pm, Monday-Thursday

**Pay Range:** \$17 to \$19 per hour

**Term:** Temporary, part-time from September 16, 2019 to June 19, 2019

**Position Summary:** The Coordinator of the *Be Inspired!* Program works in collaboration with the Program Assistants to plan and deliver child and youth-lead collaborative after school programming for children aged 6 to 15 years old. The program focus is on fostering positive study habits, assisting with homework, social recreation, leadership and other activities.

**Main Responsibilities**

- Helps recruits volunteers to assist with the program as tutors or with other duties
- Schedules and supervises program assistants and volunteers
- Plans the program in collaboration with Program Assistants and participant feedback
- Helps participants develop positive study habits and adopt positive attitudes towards school and learning (eg. checking agendas, looking at project due dates)
- Identifies needs and interests of participants and ensure participants have input into program planning
- Provides a weekly schedule of activities to the Executive Director
- Ensures that staff and volunteers maintain a professional attitude and appropriate professional boundaries
- Creates a supportive environment for participants to address barriers they may be experiencing
- Ensures that healthy snacks are distributed every day
- Ensures participants participate in pre and post program surveys
- Ensures participants are supervised at all times and the area is kept safe and clean
- Contributes to interim as well as final reports (providing participant success stories, administering surveys, providing photos of special events/activities) to the Executive Director on an on-going basis
- Other duties as assigned

**Qualifications**

- Post secondary education in Health or Social Services; Child and Youth Worker; Early Childhood Education: Recreation or equivalent combination of education and relevant experience
- Training and experience in-group facilitation and leadership development
- Experience working with high-risk and special needs children, and knowledge of related community resources
- Excellent communication skills
- Fluency in English and French is essential, other languages are desirable
- Proficiency in the use of computers and various software applications
- Valid First Aid and CPR (level C) required