



Department: Family & Community Support Services
Position Title: Community Programmer/Mentorship Coordinator
Reports to: FCSS Program Supervisor

Description Summary:

The Community Programmer/Mentorship Coordinator is responsible for working with the agency and the community to offer a variety of opportunities for social learning and skill development to our area. They will be responsible for the research and processes involved in offering workshops, conferences, and presentations for information sharing. They are responsible for coordinating the Athabasca Mentorship Program, working to develop the Boyle Mentorship Program and implementing the Babysitters Safety Program.

Position Duties:

Under direction from the FCSS Program Supervisor, the duties of the position will include the following:

Program Delivery

- Research, coordinate, organize and implement workshops, conferences, groups, meetings and/or presentations that meet the needs of families and individuals in the community.

Mentorship

- Recruit and manage volunteers, develop all materials for training and facilitate the training for volunteers, manage the budget, match children with volunteers and evaluate the program.
- Develop and distribute program information, organize and facilitate the Celebration Launch and Celebration Wrap-up as well as Brown Bag Lunch Trainings.

Babysitter Safety

- Implement this program several times within the year; targeting various communities in our area.

Office Administration

- Develop all materials necessary for this program including but not limited to: program information, reports, evaluations and advertising materials.

The duties and responsibilities outlined above are representative, but not all-inclusive.

Qualifications:

- Diploma or degree in the Human Services Field.
- Minimum of 2 years related experience with community development.
- Strong verbal and written communication skills.
- Strong public speaking and group facilitation skills.
- Good organizational skills and attention to detail.
- Great time management and multitasking skills.
- Proficiency working with Microsoft Office (word, excel, power point, publisher) preferred.