

## Program Coordinator

Job Title:	Program Coordinator, Recreational Activities	Job Category:	Youth & Children's Summer Programs
Location:	Albright Church, 415 Maxwell King Drive, East St. Paul	Travel Required:	Own transportation needed
Hourly Wage:	\$12.90/ hr	Duration:	12 wks X 30 hrs (June- August)
Contact	Kyle Smith	Date Posted:	May 10 <sup>th</sup> , 2022
		Posting Expires:	May 27 <sup>th</sup> , 2022
Applications Accepted By: *May 27 <sup>th</sup> , 2022			
<b>FAX OR EMAIL:</b> Email: <a href="mailto:kylesmith@albrightchurch.com">kylesmith@albrightchurch.com</a> Fax: 204-334-5873 Subject Line: Program Coordinator		<b>MAIL:</b> Albright Church 415 Maxwell King Drive East St. Paul, R2E 0P4	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>To plan and supervise various summer activity programs for children and youth (including drop-ins, day camp, sport activities, family events, and outreach). This person would be involved in planning, preparing for events, recruiting and overseeing volunteers, delegating, leading specific activities, as well as provide direction and oversight to the Assistant Program Coordinator. Other responsibilities include using digital skills such as video editing, social media to promote and advertise these activity programs and events as well as communicating with parents.</p>			
<p><b>QUALIFICATIONS</b></p> <p>Must be 18-30 years of age at the start of employment, must be a Canadian Citizen or permanent resident, must have a valid Social Insurance Number to be legally entitled to work with provincial regulations.</p> <ul style="list-style-type: none"> <li>• Ability to communicate to parents and students verbally as in written &amp; digital communication</li> <li>• Must be a team player</li> <li>• Able to receive feedback &amp; be a quick learner</li> <li>• Adhere to Albright's Plan to Protect Policy, including submission of a clear Criminal Record Check and Child Abuse Registry Check</li> <li>• Uphold the Mission and Vision of Albright Church</li> </ul>			
<p><b>PREFERRED SKILLS</b></p> <ul style="list-style-type: none"> <li>• Previous experience working with children or youth</li> <li>• Public speaking</li> <li>• Digital communication skills</li> <li>• Video editing</li> </ul>			