



Hespeler Village Neighbourhood Association

640 Ellis Road P.O. Box 29098

Cambridge, ON N3C 4K1

(519) 240-3567

amandah@hvna.ca

Hespeler Village Neighbourhood Association

POSITION:	Program Coordinator
RESPONSIBLE TO:	Executive Director
FUNCTION:	To develop, implement, coordinate, and support all programs, activities and events based on the needs of the community
HOURS:	35 hours per week/ 11am-7pm
HOURLY RATE:	\$21.00-22.00/hr
TERM:	1 year contract

PROGRAMMING:

- Supervise all programs and ensure programming is appropriate to respond to the needs and ages of the participants. Respond to programming needs of the community
- Act as a substitute for programs when required
- Facilitate and promote registration of all programs
- Assist with the recruiting and training of program facilitators and volunteers
- Organize and implement programs with volunteer assistance
- Support the program staff and committee
- Implement behavioral guidelines, safety standards and norms related to programming and the use of the facility
- Responsible for the planning, development, support and implementation of all recreational programs and events for children, youth, adults, and seniors
- Responsible for the development of program plans for program facilitators and volunteers
- Responsible for facilitating the community engagement of possible program ideas
- Develop and implement program evaluation tools
- Responsible for ensuring programs and events are implemented as high quality, safe and fun opportunities
- Abide by program and budget parameters
- Responsible for maintaining program infrastructure (i.e. booking of schools, churches etc., purchase of supplies and equipment)
- Responsible for the ongoing development and coordination of programs, abide program budget, trip bookings and transportation
- Responsible for submitting all information to Executive Director on the development of seasonal programs, camps, special events and reports
- Assist with planning special events, community events with other staff at the center and community members
- Responsible for the development and maintenance of critical paths for programs.



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LEADERSHIP DEVELOPMENT:

- Provide support and facilitate the development of leadership skills in youth to plan and implement programs (program facilitators and LIT's)
- Assist in seeking and identify funding opportunities
- Assist in identifying opportunities for partnerships that will increase the capacity, improve the effectiveness of our organization's programs and services
- Monitor all policies and procedures, facilitating evaluation and assist in the development of new policies and procedures
- Assist in the development and implementation of marketing strategy
- Development and distribution of marketing materials (flyers, announcements, newsletters, website, social media, etc.) for programs and events
- Assist in attending networking opportunities to increase contact with the community
- Responsible for training and providing orientation to new staff and volunteers in program on a regular basis or as needed
- Responsible for co-facilitating LIT trainings and staff trainings, alongside with the Community Engagement Coordinator
- Responsible for overseeing summer staff, LIT's and participants providing supports, leadership, evaluation, and disciplinary protocols

PUBLIC RELATIONS

- Attend community meetings as directed
- Communicates with local schools' principals and custodians
- Monitors and follows through with phone messages and emails
- Maintain confidentiality of participants, volunteers, Board of Directors, and staff at all times
- Work with an understanding and sensitivity to the needs of our community to create an inclusive and positive environment
- Assist in maintaining a clean, organized environment.
- Work with a high-quality standard; present a clean and neat appearance.

ADMINISTRATION

- Proficient using GSuite and POS systems
- Maintain accurate and up to date registration records
- Attend staff meetings and participate in relevant in-house training programs
- Accountable for petty cash expenditures for ALL programs
- Assist with compiling statistics on a monthly, quarterly and annual basis
- Some report writing, typing and filing. Maintain accurate and updated files
- Provide written reports and program evaluations as requested
- Provide written reports regarding significant incidents within 24 hours



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- Assist in the appropriate reporting to municipal, regional, provincial, and federal agencies as required
- Assist when needed for cleanup, set up of staff meetings, programs, special events, activities, etc.

SKILLS, EXPERIENCE AND QUALIFICATIONS

- Working knowledge and educational background related to the Principles and Practices of Volunteer Program Management, Community Development and/or Recreation Services
- Knowledge of Cambridge Neighbourhoods and Community Development – asset
- Standard First Aid with CPR Level C
- High Five – Principles of Healthy Childhood Development
- Position requires completion of a Police Record Check, Vulnerable Sector
- Valid driver's license
- Program management experience pertaining to programming and implementation
- Supervisory experience
- Ability to analyze problems and to make sound decisions within policy and procedural guidelines
- Strong relationship building skills to effectively work with a variety of diverse staff, volunteers, partners, and the general public
- Proficient organizational skills with the ability to manage multiple projects and tasks independently with minimal supervision
- Strong computer skills and communication proficiency for creating program content and promotions

WORKING CONDITIONS

- 35 hours per week with a day-to-day shift of 11-7pm, however flexibility to work afternoons, evenings and weekends is necessary to meet program requirements
- Some travel requirements for purchasing and meetings with community partners at various locations within Cambridge and surrounding areas
- This position primarily involves interaction, public relations, partnership building, desk work and physical movement while participating in activities with the kids, etc.
- Participation at large scale indoor or outdoor community events may require prolonged standing as well as the ability to lift equipment up to 50 pounds.