

POWELL RIVER EMPLOYMENT PROGRAM SOCIETY
JOB DESCRIPTION
FAMILY PLACE COORDINATOR
July 2017
(DRAFT)

Job Summary

The Family Place Coordinator is responsible for managing the Family Place/Family Resource Program. The Coordinator provides leadership to the staff; recruits and trains volunteers and parent mentors; collaborates with participants, user groups and the Family Place Planning Committee; and represents Powell River Family Place within the community. The Coordinator delegates specific duties to and supervises activities of the staff, parent mentors, and volunteers. The Coordinator performs these duties in accordance with the PREP Society and with Powell River Family Place policies and procedures.

This position is accountable to the PREP Society Board of Directors.

This position reports to the PREP Society Executive Director.

Duties and Responsibilities include, but are not limited to, the following:

ONGOING PROGRAM DEVELOPMENT (Family Place/Family Resource Program)

- ▶ reviews and utilizes previous project development work such as the community vision, values, Needs Assessment Report, and current research to guide ongoing program direction
- ▶ consults with the facilitation team, participants, user groups and the Family Place Planning Committee to develop ongoing program plans
- ▶ presents plans for approval as required and reports progress/difficulties to the executive director
- ▶ incorporates and applies community development principles to mobilize staff, participants and user groups to participate in program planning
- ▶ ensures that staff, participants and user groups who participate in implementing programs are informed of their duties and responsibilities including reporting to the Coordinator
- ▶ ensures that staff, participants and user groups who participate in implementing programs perform their duties in accordance with PREP and Family Place policies and procedures
- ▶ initiates, builds, and fosters partnerships within the community to ensure continued community support of the FP/FRP
- ▶ represents the FP/FRP in the community
- ▶ maintains confidentiality and ensures that the team, and all mentors and volunteers are aware of confidentiality policies and procedures

COORDINATION of the FP/FRP

- ▶ oversees the operations of the Family Place
- ▶ delegates specific duties to staff, parent mentors, and volunteers and supervises activities
- ▶ ensures implementation of programs and activities that meet families' needs and FP/FRP principles and values

- ▶ leads staff in developing programs and activities that meet families' needs and FP/FRP principles and values
- ▶ supports staff to provide a day to day response to participant needs that reflects FP/FRP principles and values and legal requirements
- ▶ leads staff to mobilize parents to actively participate in Family Place affairs
- ▶ consults with program facilitators and the Family Place Planning Committee on an ongoing basis to develop and enact policies and procedures to guide all aspects of operation and that meet BC Association of Family Resource program standards
- ▶ ensures proper operating standards regarding health and safety are established and complied with
- ▶ consults with program facilitators in the selection of parent mentors and volunteers
- ▶ trains, orients, coordinates, and provides general supervision to parent mentors and volunteers
- ▶ delegates and supports the day-to-day supervision and orientation of parent mentors and volunteers working in specific programs to that program's facilitators

PROGRAM MANAGEMENT

- ▶ prepares, maintains, completes, and updates accurate program documentation and appropriate records, including ongoing statistics, in a timely manner
- ▶ consults with the Executive Director to ensure that expenditures are within budget guidelines
- ▶ handles petty cash and other monies according to policies and procedures
- ▶ prepares and presents reports (verbal and written) as required
- ▶ attends committee and other meetings as required, such as Family Place Planning Committee and Steering Committee
- ▶ takes and distributes minutes of meetings as requested
- ▶ assists with funding applications, as required
- ▶ oversees staff fund-raising activities as approved by the FP Planning Committee and the Executive Director
- ▶ organizes staff training as needed
- ▶ makes or arranges for presentations to community groups
- ▶ publicizes and promotes the program to the Powell River community as approved by PREP

OTHER DUTIES - as required.

Qualifications

EDUCATION AND EXPERIENCE

- a degree or training in social services, health, community development, Early Childhood Education, or a related field
- current knowledge of early human development
- experience working with/supervising adults and parent mentors
- experience in community development and knowledge of community development principles
- experience with building partnerships

- experience in project development
- experience in team management
- experience in developing and implementing program standards and outcome measurements
- experience with staff development and evaluation
- experience in planning and presenting promotional events
- minimum 5 years previous related experience
- understanding of FP/FRPs including principles and activities/services provided
- familiarity with/knowledge of Powell River and local community-based services for children 0- 6 (as per FRPBC standard) and their parents
- knowledge of applicable legislation and policies

SKILLS AND ABILITIES

- excellent oral, written, facilitation, and interpersonal communication skills
- demonstrated ability to speak in public
- demonstrated ability to work effectively with parents, volunteers, parent mentors, committees, and non-profit or publicly-funded groups, agencies and organizations
- ability to foster and promote positive relationships with community groups and funding sources
- demonstrated teamwork and leadership skills
- ability to meet deadlines with excellent time and general management skills
- demonstrated understanding and application of community development principles
- ability to supervise and motivate volunteers
- computer literacy including word processing and e-mail
- non-judgmental and accepting attitude

ADDITIONAL INFORMATION

This position requires:

- the ability to function independently and collaboratively
- the ability to accommodate a flexible work schedule including occasional evening and weekend work
- personal transportation to travel within the Powell River District
- a satisfactory criminal record check