



Job title	Family Place Fun in the Sun Coordinator
Reports to	Coordinator, Family Place

Job purpose

Family Place is a family resource center that supports healthy families by promoting family inclusion and parenting skills. Under the direction of the Coordinator, the Fun in the Sun Coordinator will plan, develop, organize, and implement summer programming. As an employee of the PREP Society, the Worker performs his/her duties in accordance with the PREP Society Policies and Procedures.

Duties and responsibilities

Family Place offers a special community summer program called Fun in the Sun (FITS) to promote active lifestyles and health and exercise promotion. This program is open to all families in the Powell River area. It has been operating for a number of years, with often as many as 50 families (120 children) attending each week. The student will assist with:

Program and Service Delivery Support

- plan this program along with other special events for parents and children who are attending Family Place (including weekends)
- promote healthy lifestyles, including teaching families about nutritious food and coordinating fun games to promote fitness
- assist with the daily drop in program; interact with parents, caregivers and children
- support the parents who volunteer at Family Place, many of whom are low income
- research and implement new ideas which include the input of the participating families
- respond to questions from the adult participants during the drop in and/or refer questions to senior staff as appropriate
- observe problems (medical, behavioural or other) experienced by participants and inform supervisor
- attend weekly staff meetings and team planning meetings

Facility Management

- prepare facility and supplies to carry out activities
- inform team of supplies needed and purchases supplies as assigned
- create an enjoyable atmosphere in order to enhance the program's appeal to the community
- assist staff with special projects as requested
- maintain appropriate records and statistics, and ensure all required documentation is accurate, complete, and timely
- maintain confidentiality



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General

- perform other related duties as required
- participate in staff development opportunities as offered

Qualifications

Must have attended school with a full-time course load in the past academic year

Must intend to be student with a full-time course load in the coming academic year

Training completed or in progress in one of the following areas: Early Childhood Education; Primary Education; Social Services or Child and Youth Care Worker; Education and Recreation; or other related field of study

Experience in program development and delivery

Experience organizing events

Experience working with children 0-5, their parents and caregivers an asset

Background in literacy an asset

Knowledge of relevant legislation an asset

Valid driver's license and clean driver abstract an asset

First Aid training an asset

A satisfactory criminal record check is required

Working conditions

Activities may be conducted outside of the Family Place facility and on weekends.

Physical requirements

A moderate level of physical fitness is required as the performance of duties may involve walking, standing, kneeling, lifting, etc.

Approved by:	<i>Coordinator - Family Place</i>
Date approved:	<i>April 27, 2018</i>
Reviewed:	<i>April 27, 2018</i>