



## Christie Lake Kids Employee Job Description

**Title:** STAR (Skills Through Arts and Recreation) Program Coordinator

**Reports to:** STAR Program Director

**Duration:** Full time, permanent – 35 hours per week

### Regarding COVID-19 and Christie Lake Kids city programs:

*As we consider afterschool programming in this time of COVID-19, it is important to note that our organization is extremely committed to this end. Our client families want to get their children engaged in safe and social settings that offer recreation and respite and we want to be able to serve and support these initiatives.*

*It goes without saying that this level of commitment requires intentional and careful planning, and our staff and volunteers are an incredibly dedicated group of people who are currently working together to make these plans happen. We are looking for candidates who can support our on-going service, which we mean to adapt and modify, as we consider what our service will look like by the start of our fall session.*

*To be clear, we want to run programs in-person and virtually, and we expect incoming employees to support these initiatives. Live and virtual programs represent a developing feature of our current program offerings and we want to hear from candidates who bring related experience that would complement these goals.*

*As such, you will note that some of the duties listed below are unlikely to be activated until we have entered a period of time when physical distancing and other social regulations are relaxed and it is deemed safe to resume such. In the meantime, we will modify our service to flex with the ongoing uncertainty and appreciate the time you have taken to consider joining our team and this mission.*

### Background and Overview

Christie Lake Kids (CLK) is a charitable organization that has been serving children from economically disadvantaged families in the Ottawa area for over 95 years. CLK

provides year-round services to children and youth in the City of Ottawa including recreational, leadership and camp opportunities.

*CLK is currently looking to fill two STAR Program Coordinator positions for the fall.* These individuals will be responsible for ensuring the delivery and supervision of weekly arts and sports programming in one or more Ottawa-area neighbourhoods, as part of our afterschool Skills Through Arts and Recreation (STAR) program. Our programs focus on the importance of providing activities that help children and youth (age 6-16) develop positive physical, social and character skills. The STAR Program Coordinator will be required to maintain an eight month-long program schedule (from September to June, minus major holidays and the winter break in December), and take part in the planning and implementation of weekend camp programs.

#### Program Development and Delivery

The STAR Program Coordinator is responsible for the delivery and supervision of children's programming in our designated communities. Activities for ensuring programs are delivered safely and foster positive interactions and opportunities include:

- The implementation of best practice standards that promotes Transformative Recreation® with economically disadvantaged and at-risk children and youth.
- Developing strategies for progressive learning with individual participants, and as groups of age-specific youth, as set out in current program plans.
- Developing and maintaining positive relationships with families and youth participants; promoting the same in mentor relationships between STAR Primary Instructors, volunteers and our participant families.
- Working collaboratively with the STAR Program Director and the STAR team to determine alternative care strategies for participants and/or client families.
- Consulting with community groups and other service providers to identify potential clients and needs, maintaining participation of target youth population.
- Making referrals to other agencies when required and following up with families, social workers, the Children's Aid Society, and other service agencies.
- Assisting in the coordination and procurement of all facilities, equipment and supplies needed for program activities.
- Maintaining a program budget.
- Contributing to agency collection procedures, keeping confidential participant data up-to-date in our files and client database.
- Contributing to on-going research and evaluation strategies as needed.

#### Site Supervision

The STAR Program Coordinator is responsible for ensuring programs occur in a safe and appropriate setting. S/he must follow set practises, policies and procedures that

manage site, participant and volunteer risk and maximize the safety within the spaces we use for programming. Activities that support satisfactory site management include:

- Working with the management team to ensure proper risk management and safety procedures are followed for programs, events and outings; ensuring the safety of all participants and volunteers/instructors.
- Knowing when and how to call for support regarding program emergencies and to assist in managing crisis when they arise.
- Ensuring that sites are being used in accordance with agreements and contracts.
- Regularly reporting to the STAR Program Director on risk management and safety in programs.

### Human Resources and Staff Team Development

The STAR Program Coordinator will act as a team member of the STAR program staff team and as a contributing representative of the CLK staff and community, while also managing volunteers who support the STAR program. Duties include:

- Working collaboratively with CLK staff in the office at 400 Coventry Road and with the summer staff at our camp facility to support programming, agency-wide events, fundraisers and special occasions, as needed.
- Supporting engagement, recruitment and training of all volunteers and instructors.
- With the support and oversight of the STAR Program Director, managing disciplinary measures and/or conflict with program volunteers, if they arise.
- Participating in weekly one-on-one meetings with the STAR Program Director, and monthly STAR team and CLK all staff meetings.
- Identifying opportunities for program improvement and professional development.

### Qualifications

- University degree or college diploma in one of the following; social work, child and youth studies, education, recreation, or equivalent, with 3-5 years professional experience working with at-risk children and/or youth.
- A strong understanding and awareness of best practise interventions with children and/or youth.
- Demonstrated experience in maintaining community partnerships and children, youth and/or family engagement.
- Demonstrated experience engaging, recruiting and/or managing a team of employees or volunteers.
- Demonstrated skill or experience in program creation, development and/or maintenance, including research and evaluation practises.
- Strong leadership, problem solving and interpersonal skills.
- Experience working with non-profit organization(s).
- Strong written and oral communication skills.

- Familiarity with common administrative tools, including Microsoft Outlook, Word and/or Excel.
- Able to demonstrate sound and independent judgment and reasoning.
- Ability to work flexible hours, in office and non-office locations (identified by the organization), including after-school hours, evenings and some weekends.
- Strong English-speaking, reading and writing skills are required, French or Arabic language capacity is an asset, as well as other languages.
- Candidate must possess a valid 'G' driver's license and access to a vehicle.
- Current Standard First Aid with CPR C + AED certification.
- Current (and clean) police records check.