



TITLE: In City Program Coordinator
Reporting To: Director of Program Partnerships and Operations
PERIOD: Part Time Year Round (4-8 hours/week)

DESCRIPTION:

The In City Program Coordinator is responsible for coordinating all aspects of Brigadoon Village's in city programs. Currently these programs include IWK in hospital programming and camper reunion events. The In City Program Coordinator will be responsible for strengthen our current program partnerships and developing new ones. Currently all our programs are Halifax based.

As part of Brigadoon's strategic priorities, the In City Program Coordinator will develop, implement and evaluate all our in city programs ensuring we are providing a high standard of programming to all our participants. They will be committed to program evolution and development in line with Brigadoon's Program Philosophy.

The Program Coordinator is the main point of contact for our partners and casual staff. They will be responsible for all aspects of the programs including booking, marketing, staffing, materials and equipment.

Direct Reports:

- In City Casual Staff

DUTIES:

PROGRAM DEVELOPMENT

- Oversee development and implementation of all in city programs with the goal to provide safe, fun and engaging programs;
- Communicate with partners on program plans and developments;
- Ensure each program has the required staff and equipment;
- Program facilitation and delivery;
- Manage in city program budget and program equipment and supplies;
- Evaluate the success of programs and identify areas of growth;
- Develop and implement training for program staff;

All other duties as required

EXPERIENCE AND QUALIFICATIONS:

Required Qualifications

- Experience working with children, youth and their families living with a health condition
- Experience working in a camp or recreation setting
- Demonstrated experience in program development, implementation and evaluation
- Dedication to exceptional customer service
- A commitment to meeting Brigadoon's mission

- Experience with facilitating groups and understanding of group dynamics.
- Excellent interpersonal, and communications skills
- Excellent verbal and written communication skills
- Computer literacy
- High level of risk awareness, ability to troubleshoot and resolve problems quickly and effectively
- Ability to work independently and manage own schedule
- CPR Level C and Standard First Aid
- Police and Child Abuse Check
- Immunization up to date

Advantageous Criteria

- Experience working in a hospital or clinical setting
- Valid Drivers License
- Bilingual

PARTICULAR WORKING CONDITIONS

- The position is based out of multiple locations within HRM including the IWK, including some working from home requirements

HOURS OF WORK

Part Time 4-8 hrs per week

Working days and times will vary week to week. Daytime and evening work will be required.

HOW TO APPLY

Please submit a cover letter and resume to Jenn Ross, Director of Program Partnerships and Operations via email: Jenn.Ross@brigadoonvillage.org **DEADLINE: Friday May 25th, 2018**