



The Big Sky Centre for Learning and Being Astonished! Inc.
University of Regina, 3737 Wascana Parkway, Regina SK. S4S 0A2
www.beingastonished.com

Astonished! Program Coordinator Employment Opportunity

Job Title: Astonished! Program Coordinator

Introduction

The Big Sky Centre for Learning and Being Astonished Inc. (Astonished!) is a registered non-profit charity based in Regina, Saskatchewan. Astonished! works in **inclusive community** to address barriers facing young adults with complex physical disAbilities (core members) by creating opportunities for teaching and learning; social, recreational and cultural engagement; and for employment and housing. Astonished! currently offers 4 programs to Core Members: The Astonished Teaching and Learning Centre, the Astonished! Social Club, Summer Literacy, and PATH to Future Endeavours.

Astonished! is currently looking for a program coordinator to begin work January 4th, 2016.

Purpose of the Position

The Astonished! Program Coordinator is responsible for the development, promotion, coordination, implementation and evaluation of programs for Core Members and for the recruitment and management of program staff, placements students, and volunteers. The Program Coordinator works with and reports to the Executive Director.

Terms of Employment

A continuing contract with The Big Sky Centre for Learning and Being Astonished! Inc. backdated to April 1 2014.

Hours: Full time, salaried, exempt position

Salary: Salary range \$53,000 - \$60,050

Scope

The Program Coordinator liaises frequently with the Astonished! Executive Director. Good relations must be developed and maintained with Astonished! Core Members, Friends of Astonished!, the Board of Directors, volunteers and placement students. This position makes formal presentations to the Executive Director and/or Board of Directors, when required. Good external relations must be developed and maintained with community and government professionals.

This position requires the ability to function both independently and within a team, and to handle multiple projects simultaneously. Event/activity implementation, participation at meetings, and attendance at conferences and trainings may involve long workdays and/or evening/weekend work.

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The Program Coordinator is required to use their personal computer during office hours and carry their personal cellphone during work hours. The program coordinator will receive \$150.00 per month in addition to their salary as compensation.

Principle Functions and Accountabilities

1. Research, Expand and/or Develop Programs for Core Members
 - Communicate with Core Members and their networks to determine their strengths, dreams, and needs
 - Identify need for program expansion and/or new program development
 - With board approval, expand and/or develop programs that are responsive to Core Members' strengths, dreams, and needs
 - Identify and research program funding sources
 - Working with the Executive Director, prepare funding proposals

2. Plan and Implement Programs
 - Ensure all programs are person-centered and that they are responsive to participants' strengths, dreams, and needs as well as their PATHS (where appropriate)
 - Complete Strengths, Dreams, and Needs Interviews with program participants in applicable programs (currently A!TLC and Summer Literacy)
 - Prepare, implement, and evaluate the daily A!TLC and Literacy Program schedule
 - Ensure each Student Researcher attending the A!TLC creates a program PATH (when he or she is ready)
 - Provide direction to the Astonished! Leadership Team taking them through the process of planning, promoting, organizing, implementing, and evaluating monthly Social Club Events
 - Prepare and distribute program materials as needed
 - Secure all necessary consent, information, and liability forms
 - Maintain records of attendance for all Astonished! programs and any other reporting measures required by funding sources
 - Prepare and propose annual program budgets
 - Administer program funds according to the approved budget and applicable funding agreements.
 - Review monthly financial reports to ensure program expenditures fall within the budget
 - Ensure that all programs and activities are implemented according to relevant legislation, policies, and procedures
 - Communicate with Core Members families and networks as needed

3. Staff and Volunteer Management
 - With guidance (as needed) from the Executive Director, determine staffing and volunteer needs for all programs
 - Working with the Executive Director (when needed), recruit, interview, and select program staff, volunteers, and placement students with appropriate personal skills, knowledge, interests and abilities to assist in program delivery and who add to our vibrant and dynamic programs
 - Ensure all program staff, placement students, and volunteers have up-to-date criminal record checks
 - Working with the Executive Director to ensure that all program staff, placement students, and volunteers receive orientation, training, and support that is appropriate to Astonished's vision, values and purpose.
 - Working with the Executive Director develop and implement performance management processes for all staff, placement students, and volunteers

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all the work assignments that may be inherent in the job.

Preferred Qualifications

- Related post-secondary education (education in the area of disAbility studies, administration, kinesiology and health studies, education, or social work) is an asset
- Experience working with people with disAbilities and knowledge of various disAbilities
- Program Coordination experience is preferred
- Willingness to develop mutual and respectful relationships with many kinds of people including people who live with complex physical disAbilities
- Ability to recognize and utilize the strengths of others
- Ability to take direction, incorporate feedback, to work independently and in teams, self motivated and self-disciplined
- Must be a good observer of one's own behavior and how it affects others
- Excellent communication skills
- Well developed planning, organizational, and administrative skills
- Demonstrated teamwork, leadership, and supervisory skills
- Strong research skills
- Interpersonal and public relations skills are essential
- Interest in Community Development

Send cover letter and resume to Rhea Boysen (rhea.boysen@beingastonished.com). Closing date November 30th.