



The Big Sky Centre for Learning and Being Astonished! Inc. Employment Opportunity

The Big Sky Centre for Learning and Being Astonished Inc. is looking for someone to join our vibrant community in the role of Astonished! Program Coordinator. For further information please contact Bonnie at 306-737-9560 or BCV@beingastonished.com. Interested applicants are asked to send their cover-letter and resume to BCV@beingastonished.com. An exciting career opportunity awaits!

Closing Date: July 15, 2019 (12:00 p.m.)

Anticipated Start Date: Monday, August 19th, 2019 (flexible)

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! is grounded in the Strengths Perspective and currently offers 4 programs to Core Members: The Astonished Teaching and Learning Centre (A!TLC), the Astonished! Social Club, Summer Literacy, and PATH to Future Endeavours. Each program is in the direct response to Core Member's strengths, dreams and needs.

Purpose of the Position

The Astonished! Program Coordinator is responsible for the development, promotion, coordination, implementation and evaluation of programs and initiatives 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.

Hours: Full time, salaried, exempt position

Salary: Salary range \$55,141 - \$62,475

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.

**The Big Sky Centre for Learning and Being Astonished Inc.
3737 Wascana Parkway Regina, SK S4S 0A2**



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.

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 tailored to the strengths, dreams and needs of Core Members
 - Communicate with Core Members and their networks to determine their strengths, dreams, and needs
 - Working with the Executive Director, identify need for program expansion, new program development, and new initiatives
 - 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
 - Develop meaningful and relevant relationships with members of the Astonished! Community
 - Ensure all programs are grounded in the strengths perspective and are person-centered
 - Complete Strengths, Dreams, and Needs Interviews with program participants in applicable programs
 - Prepare, implement, and evaluate the daily A!TLC and Summer Literacy Program schedule
 - Ensure each Student Researcher attending the A!TLC creates a program PATH (when he or she is ready) and or identifies areas of interest
 - Plan, implement, and evaluate monthly Social Club events
 - Plan, implement, and evaluate quarterly dance events with community partners
 - Provide direct support to core members relevant to their personal plan and in accordance to Astonished! policy
 - 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 on a regular basis.
3. Staff and Volunteer Management
 - Attend staff meetings

- 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

4. Social Media and Community Profile

- Work with the communications team to promote and showcase the work of Astonished! on applicable social media accounts
- Work with the communications team to further develop and maintain social media accounts

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.

Performance Evaluations and Benefits:

The Program Coordinator is expected to work 40 hours a week. Some work will take place in the evenings and on the weekend. Performance evaluations are completed at 3 months, 12 months and annually thereafter. After 12 months a permanent position may be available.

Required Competencies:

- **Passionate:** Desire to have a positive impact in the lives of people experiencing disability, the Astonished! community and the disability sector
- **Team Builder:** Able to implement a common purpose or goal among program participants and volunteers
- **Forward looking:** Seeks solutions that will build toward future goals
- **Dependable:** Consistent, reliable, available as needed
- **Creative:** Able to find options, ideas and suggestions
- **Proactive:** Able to think ahead, foreseeing potential obstacles, challenges, or opportunities and adapt or modify approaches to minimize these
- **Flexible:** Ability to appropriately adapt to changing situations and environments
- **Supportive:** Ability to support the strengths, dreams, and needs of the Astonished! Core Members.
- **Directive:** Able to train and mentor others, clearly state job expectations, provide fast effective and supportive feedback to volunteers and summer staff
- **Social Media Literate:** Well established familiarity with social media platforms
- **Computer Literate:** Ability to use Microsoft Word, Excel, and PowerPoint with ease

**Required Qualifications:**

1. Current CPR and First Aid Certification
2. Valid Class 5 driver's license or access to reliable, dependable and timely transportation
3. Good communication and interpersonal skills
4. Clear and current criminal record check, with a vulnerable sector search
5. Flexible schedule
6. Fits in well with the current Astonished! community

Preferred Qualifications

- A good understanding of the Strengths Perspective and ability to put it into practice
- A good understanding of Person-Centered Planning and the use of Person-Centered thinking tools
- Willingness to develop mutual and respectful relationships with many 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
- Related post-secondary education is an asset
- Knowledge of various disAbilities