



Program Coordinator-Upstream (Internal Only)

Date Posted: June 15, 2021

Competition Number: 079-21/22

Location: Kelowna, BC (Downtown Youth Centre and local schools)

Upstream Kelowna is a collaborative community project aimed at preventing youth homelessness by surveying students in grade 8 to assess their risks, then surrounding them with wrap around services and supports that prevent their risks from escalating. The goals of this project are to prevent school disengagement, mental distress, and homelessness.

We can provide:

- Many opportunities for professional development
- Fun, positive work environment
- We offer a 15% discount to employee whose children are registered in our child care programs, including preschool, day care, and after school care programs. This discount will be offered to all Agency staff that work 20 hours a week or more, and have passed their probationary period.

Key Duties and Responsibilities:

- Plans and develops program in consultation with the supervisor.
- Formulates program policies and procedures and evaluates the program in consultation with the supervisor
- Oversees the day-to-day operation of the program by ensuring that the necessary facilities and equipment are in place, program guidelines and policies are adhered to, and program standards are met.
- Monitors and authorizes program expenditures and maintains financial records in accordance with established procedures. Prepare the program budget for submission and presentation to senior management.
- Promotes public awareness of and support for the program by performing duties such as producing promotional materials and attending community events.
- Liaises with community service providers and other professionals to coordinate service provision, facilitate referrals to the program and represent the organization and program in external events.
- Maintains related records and statistics and produces reports as required.
- Performs other related duties as required.

Qualifications:

- A diploma in a related human / social service field along with 3 years recent related experience including 1 year supervisory experience and/or an equivalent combination of education, training and experience.
- Strong background in developing, implementing and evaluating programs for youth and families.
- Current First Aid or willingness to obtain
- Driver's license and vehicle

This position is open to all applicants.

This position requires union membership.

Hours: 30 hours per week, Monday to Friday, daytime hours

This is a term position ending March 31, 2022

Rate of Pay: \$28.39 per hour and cost shared benefits

Closing Date: June 22, 2021

Application Process:

Please apply in writing with a cover letter and resume to:

Name: Shasta Scott, Human Resources Coordinator

E-mail: jobs@bgco.ca

BGC Okanagan is an equity employer and encourages applications from persons with disabilities, members of visible minorities, Indigenous people, people of all sexual orientations and genders, and others who may contribute to a diverse and inclusive staff team.

We appreciate and thank all applicants for their interest, however only short-listed candidates will be contacted.