



## Program Coordinator, Future Leaders Program (Internal)

**Date Posted:** March 15, 2023

**Competition Number:** 202-22/23

**Location:** Summerland, BC

### Key Duties and Responsibilities:

- Plans and implements program activities and special events.
- 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 and licensing requirements are met.
- Supervises program staff by performing duties such as assigning work, providing feedback on performance, and conducting performance evaluations.
- Participates in recruitment and selection of program staff by performing duties such as screening applicants, participating on interview panels, and making hiring recommendations.
- Schedules program staff in accordance to program staffing requirements.
- Orients, determines the need for and provides training to program staff, volunteers and practicum students.
- 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.

### Qualifications:

- Diploma in a related human/social service field
- Three (3) years recent related experience including one (1) year supervisory or administrative experience or an equivalent combination of education, training and experience.
- First Aid Certification and/or willingness to obtain
- Successfully completion of the Agency screening process, including criminal record check

**Hours:** 8 hours per week, **this is a temporary role for 49 weeks**

**Wage:** \$28.39 per hour

**Closing Date:** March 22, 2023

**Please send resume and cover letter to:**

E-mail: [jobs@bgco.ca](mailto:jobs@bgco.ca)

*As an equal opportunity employer, BGC Okanagan is committed to the prioritization of equitable and inclusive employment practices. Our goal is to be representative of the communities we serve, and we encourage applications from communities which are structurally marginalized based on race, disability, age, sex, religion, sexual orientation, nationality, social or ethnic origin, gender identity and/or expression. If any candidate needs any accessibility support throughout the hiring process, we will accommodate such requests when made. You will only be considered for a position with BGC Okanagan if you're legally entitled to work in Canada. Eligible applicants include: Canadian citizens, permanent residents and refugees in Canada with legal status.*

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