



Program Coordinator, Achievers

Date: May 26, 2023

Competition Number: 33-23/24

Location: Summerland, BC

BGC Okanagan is hiring a Program Coordinator for our Achievers Program in Summerland. The Program Coordinator is responsible for the coordination and implementation of the program, which supports children and youth with diverse abilities.

We can provide:

- Opportunities for paid professional development such as;
 - Responsible Adult, Class 4 Driver's License, First Aid & Food Safe
- Professional Development Day and Leadership Training
- Fun, Safe, Inclusive and Positive Culture
- Cost shared benefit plan, vacation and sick time
- Child Care discount

Key Duties and Responsibilities:

- Oversees the day-to-day operations of the Achievers Program. The position is responsible for the development, coordination and implementation of program plans and goal setting, which supports children and youth with diverse abilities.
- Reviews and evaluates participants' progress and makes adjustments to programs as required.
- Provides feedback and support to participants and/or their families.
- Accompanies and/or transports participants to activities such as, shopping or leisure activities.
- Evaluates participant needs and develops short term plans to meet such needs with the active participation of participants and their families.
- Ensures that quarterly reporting, share point data entry, and case notes are completed within deadlines.
- Responsible for annual satisfaction survey feedback from the participants and parents.
- Ensures service plan goals are reviewed with families on a regular basis.
- Participates in the recruitment of program staff and volunteers, including conducting interviews, orientation, and training.
- Provides structured supervision of job-related activities and provides performance feedback to program staff.
- Performs other related duties as required.

Qualifications:

- Diploma in a related human / social service related field.
- One (1) year recent related experience or an equivalent combination of education, training and experience.
- Current First Aid & Food Safe and/or willingness to obtain
- Class 4 driver's license and/or willingness to obtain as soon as possible

Hours: 35 hours per week: Monday to Friday, 11:00am-6:00pm

Rate of Pay: \$21.94 per hour plus cost shared benefits

Closing Date: September 25, 2022

Please send resume and cover letter to:

E-mail: 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.