



Program Coordinator

Date Posted: May 19, 2023

Competition Number: 32-23/24

Locations: Kelowna, BC (Penny Lane Transition House)

We can provide:

- Many opportunities for professional development
- Fun, positive work environment
- Cost shared benefit package
- Child Care discount

Key Duties and Responsibilities:

- Plans and develops program in consultation with the supervisor.
- Formulates program 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 and licensing requirements.
- 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.
- Liaises with community service providers and other professionals to coordinate service provision.

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.
- Current First Aid Certificate and Food Safe or willingness to obtain
- Successful completion of Agency Screening Process including a criminal record check

This position is open to all applicants

This position requires membership in the BCGEU

Hours: 35 hours a week, Tuesday to Saturday, 9:00am-5:00pm

Rate of Pay: \$28.39 per hour plus benefits

Closing Date: Open until filled

Application Process:

Please apply in writing with a cover letter and resume 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