

We're Hiring!



**Posting:
A21836**

**Assistant Program Manager
Regular Part-Time
(28 hours per week)**

**Family Resource, First Steps,
Multicultural Early Years Services**

Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

The Assistant Program Manager supports the Program Manager in the operations of the Family Resource Program, First Steps Program & Multicultural Early Years Program. They will assist with the planning, implementation, and overseeing of the day to day activities of the programs and participate in program development, policies and procedure formulation, program evaluation and budget preparation.

HIGHLIGHTS OF KEY RESPONSIBILITIES

- Assists the Program Manager in developing, revising, and implementing the program practice/procedure manual.
- Fills in for the Program Manager when the Program Manager is on holiday, is sick or on a short-term leave, under the direction of the Program Manager and/or the Deputy Director and/or the Executive Director.
- Serves as a positive role model to staff, practicum students and volunteers.
- Makes recommendations with regard to the development and evaluation of the program.
- Attends community committees, meetings, forums and events as agreed to with the Program Manager.
- Attends staff meetings and chairs meetings in Program Manager's absence.
- Maintains professional growth by attending workshops, etc. and reviewing current information and resources.

People Management Duties:

Staffing:

- Participates and provides feedback in the interview and hiring process.
- Participates in the training of practicum students, volunteers and new employees.

Confidential Personnel Matters:

- Participates in the evaluation of staff, practicum students and volunteers.
- Problem solves with staff and/or the Program Manager regarding any work related problems or concerns.

Discipline and Assistance with Discharge:

- Notifies the Program Manager of unresolved or continuing performance difficulties.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Posted: 21-Feb-10

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

QUALIFICATIONS

Education, Training, and Experience

The candidate must have:

- Early Childhood Care and Education training or equivalent combination of education and experience with at least three years previous experience working with children and their families.
- Minimum three years' previous work experience in a similar environment is required.
- Current Level I First Aid certificate.
- Unrestricted Class 5 Drivers License.

Assets include:

- Previous supervisory and management experience is preferred.
- Experience in a unionized environment.

Knowledge Skills and Abilities:

- Demonstrated knowledge of how to support families experiencing vulnerabilities with a culturally sensitive approach.
- Demonstrated competency for and understanding of a community development approach and community based service delivery.
- Demonstrated effectiveness as part of a staff team.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Demonstrated planning, organizational and administrative skills.
- Demonstrated ability to develop program related reference and resource materials.
- High degree of flexibility and initiative
- Commitment to a problem solving approach.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to identify sensitive issues and maintain confidentiality.
- Have no relevant criminal history.
- Crisis Line experience an asset.

Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.

Applicants with lived experience are strongly encouraged to apply.

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CLOSING DATE: Resumes will be reviewed starting **June 17, 2021** but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Shelby Gordon, Program Manager
Options Community Services Society

Email: **Shelby.Gordon@options.bc.ca**

Please include a cover letter indicating the posting number [**#21836**] and detailed resume outlining your qualifications and related experience for the position.

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