

We're Hiring!



CHILDREN'S ACTIVITY COORDINATOR

Posting Requisition	22508	Program	STARR
Job Type	Regular, Full-Time	Location	Surrey, BC
Hours of work	35 hours per week	Closing Date	Open Until Filled

These positions require union membership. Compensation is in accordance with Grid 12 of the BCGEU Collective Agreement (\$28.32 - \$32.51)

Options Community Services is 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.

The Children's Activity Coordinator Plans, implements and oversees the day-to-day activities of the program. Participates in program development, policies and procedure formulation, program evaluation and budget preparation

ACCOUNTABILITIES

- Participates in the orientation of practicum students and volunteers.
- Assists the manager to coordinate the scheduling of practicum students, volunteers and employees.
- Perform front-line duties as per service requirements.
- Organize and oversee groups of clients in the conduct of activities intended to provide specific growth. These areas include; improved social skills, increased leadership ability, improved relationships with non-related adults and improved relationships with peers.
- Ensure that supplies and equipment required for the efficient and effective delivery of the services the coordinator oversees, and is free from any risk to the safety, health and welfare of the personnel and service users of the Society.
- Respond to inquiries about the services, take registrations, and respond to referrals by external referral sources, or by service-users.
- Respond to complaints by clients.
- To arrange transportation of participants to pre-planned and pre-scheduled outings. The activities must have a singular prearranged starting/finishing point. At no time will clients be transported to or from a different destination.
- Monitors and authorizes program expenditures and maintains financial records in accordance to established procedures. Provides input to the supervisor in the preparation of the program budget.
- Responsible for a petty cash fund, purchasing program items and submitting receipts to supervisor for reimbursement.
- Oversee the administration of the services delivered, i.e. registrations, intake/referral, office procedures, correspondence, and record-keeping.

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- Prepare and provide statistical and/or narrative, monthly, semi-annual, and/or annual reports to funding and regulatory bodies, and the Program Manager, as required.
- Acquire, maintain and display informational and other resource materials, and promote OCS services in the community. Have a thorough knowledge about Options Community Services' and the services delivered by the Society.
- Recognize potential crisis situations and responds according to established policy and procedures.
- Promote, encourage and facilitate the participation of individuals in the program activities. Create a fun, healthy and safe atmosphere in order to enhance the services' to clients.
- Provide liaison with school personnel, other agencies and community professionals and promote mutually beneficial and positive working relationship.
- Make recommendations with regard to the development of programming and participate in program evaluations.
- As delegated, represent OCS services at inter-agency and community meetings. Work in conjunction with the Program Manager and other OCS personnel to actively promote the Society's services.
- Participate in assigned meetings with OCS volunteers and/or other OCS employees for the purpose of sharing information, co-ordinating service development and delivery, and/or organizational development.
- Conform to basic ethical issues, including confidentiality and the reporting of abuse issues. When ambiguities arise to consult with the Program Manager.
- Improve the level of professional expertise through reading, consultation, and relevant workshops.
- Work as a team, respecting and adhering to OCS policies and procedures.
- Performs other related duties as required.

QUALIFICATIONS

Education, Training, and Experience:

- A Diploma in the social service field with two years direct experience working with children and their families, or an equivalent combination of education, training and experience.
- Possess a valid CPR/First Aid Certificate.

Skills and Abilities:

- A working knowledge of child development, learning principles and the effects of poverty.
- Knowledge of recreational programming and group dynamics.
- Proficiency in oral, written and interpersonal communication skills.
- Ability to identify sensitive issues and maintain confidentiality.
- Awareness of, and sensitivity to, ethnic, cultural, physical, sexual, developmental and life-style diversities.

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants with lived experience are strongly encouraged to apply.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position. This position is open to all qualified applicants.*

PLEASE APPLY TO: Noemy Rodas, Program Manager

We are an equal opportunity employer committed to hiring a diverse workforce

Posted: 24-Jan-22

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Options Community Services Society

Email: Noemy.Rodas@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22508] and outlining your qualifications and related experience for the position.