



## **Social Success by Soapbox Program Lead**

Parkgate Community Services Society is a not-for-profit organization providing community based services, recreation, education, community development and health promotion activities through Parkgate and Seycove Community Centres, and Seymour Youth Centre.

An exciting opportunity available for a part time Program Lead to develop and implement a unique out of school program for preteens, 10-12 years old, within the Seymour area. This program will engage preteens two days per week and will offer practical and social activities culminating in an annual community-wide celebration with a traditional Soapbox Derby. Activities will be diverse and include soapbox construction, homework support, cooking and event promotion.

### **Key Responsibilities**

- Manage, evaluate and contribute to the design and development of the project based on the project's intended outcomes as described in the logic model.
- Manage timelines related to program delivery and ensure appropriate follow up with key individuals/groups internally and externally.
- Lead on the floor programming and offer supervision to other program staff and volunteers.
- Promote leadership, responsibility and community engagement with preteens who will be active participants in program development.
- Monitor program effectiveness and use both formal and informal evaluation tools to identify and propose necessary program changes and decision making.
- Coordinate volunteers, staff and community partners to ensure adequate support for program.
- Ensure the safety of all participants in a safety conscious woodshop environment.
- Coordinate the transportation of children to the program.

### **Education, Training and Experience**

- School Age Child Care Certificate or Bachelor's degree in a relevant discipline (e.g. Child and Youth Work, Education, Recreation) or equivalent combination of education and work related experience.
- Minimum 3 years of experience in program development, delivery and evaluation.
- Demonstrated experience working with children 9 – 12 years old.
- Knowledge of theory, principles and practices in the field.
- Knowledge of cross cultural issues and community resources.
- Current Standard First Aid/CPR.
- Comprehensive understanding of the social and physical development of children 9 – 12 years old and current research by Kimberley Schonert-Reichl and the MDI.
- Asset: Class 4 Unrestricted Drivers License or willingness to obtain the License while on the job.

**Skills and Abilities**

- Ability to build and maintain relationships with preteens, parents, community partners, co-workers and staff.
- Ability to facilitate and to teach skills to individuals and groups.
- Exceptional interpersonal and communication skills.
- Necessary: ability to swing hammer. Asset: Construction/carpentry experience.
- Excellent organization, coordination and time management skills.
- Proficiency in Microsoft Word, Excel, Outlook and web-based computer applications.
- Supervision of staff and volunteers and coordination with community partners.

**We offer**

- \$19/hour
- 15 hour work week (part time) Sept - June.

If you want to make a difference in the community where you work, we want to hear from you.

Please forward resume and cover letter outlining applicable experience and qualifications no later than August 22<sup>nd</sup>. Starting mid-September 2011.

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