



Employment Opportunity

Program Coordinator - Burnaby & New Westminister

About Us:

Canada SCORES Vancouver (CSV) is a registered charity that empowers youth to ***find their voice, achieve their goals, and reach their full potential***. Our free after-school programs combine the game of soccer, the art of poetry, and community service experiences, as well as ongoing mentorships, to inspire youth to ***lead healthy lives, be engaged students, and have the confidence and character to make a difference in the world***.

Job Summary:

CSV is seeking a reliable, dynamic, and team-oriented Program Coordinator. The Program Coordinator is responsible for managing operations for our Burnaby and New Westminister Core programs.

Main Responsibilities (but not limited to):

- Program initiation (school meetings, program promotions, and logistics)
- Program operations (coach scheduling, payment processing, program visits and delivery support, parent communication, participant data input and management, snack shopping and delivery)
- Program metrics (fitness, soccer and writing evaluations, survey distribution and collection, school reporting)
- Program supplies (equipment inventory distribution and management)
- Program events (coordinate venue, transportation, food, logistics etc.)
- Coaching (implementation of SCORES curriculum, maintain daily attendance records and timesheets)
- Participate in staff meetings and training sessions

Qualifications and Requirements

- Must be at least 19 years of age
- Knowledge of working with children, social and emotional learning, physical literacy, group management and behaviour management
- Experience in planning and leading activities for groups of children in a recreational setting
- Cultural and social sensitivity that embraces multiculturalism and diversity
- Exceptional interpersonal, communication, and organizational skills
- Current class 5 Driver's License and access to a vehicle (preferred)
- Current criminal record check (or willing to consent)
- Current first aid certification (or willing to certify)

Hours of Work and Compensation

This is a part-time term position. The hourly wage starts at \$20 per hour plus 4% in lieu of vacation. This position will run from September 2021 to June 2022 (tentatively). The hours of work may be flexible; however, the successful candidate must be available weekdays between 2:30pm and 5pm. Hours of work may fluctuate from time to time given the program requirements.

Canada SCORES welcomes diversity and encourages all qualified individuals to apply by submitting their cover letter and resume to jackie@canadascores.org. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.

Application deadline is Friday, August 20, 2021.