

POSITION DESCRIPTION

Circles® South Muskoka Coordinator



REPORTS TO:	Executive Director
HOURS:	35 hours per week
EMPLOYMENT CATEGORY:	One Year Contract - Parental Leave Coverage <i>Commencing beginning of May 2020</i>
WAGE:	\$23.75 - \$25.00 per hour

SUMMARY OF POSITION:

The Circles Coordinator works closely with the Circles Coach and is responsible for all logistical aspects of the program to ensure the successful implementation of Circles South Muskoka. Circles® is a licensed community-based initiative that creates relationships across income groups matching volunteers from the community with lower income individuals and families with a goal to end poverty. Circles South Muskoka is a 3-year initiative funded by an Ontario Trillium Foundation GROW grant under 'Connected People'.

RESPONSIBILITIES:

- Coordinate deliverables and logistics of the project
- Communications of project activities, including a quarterly Circles Muskoka newsletter, social media posts, and community presentations
- Coordinate and plan childminding program curriculum for children (ages 0 – 13)
- Recruit and manage Food Teams and donated food from local sources
- Maintain current and extend future community supports and networks
- Coordinate registration and logistics for annual Bridges out of Poverty training
- Maintain records, monitor project budget, and complete reports as required
- Liaise with the external evaluation team
- Convene quarterly Advisory group meetings
- Participates in monthly staff coordinator meetings and other team meetings
- Other duties as assigned.

QUALIFICATIONS:

- A post-secondary degree in education, social sciences or equivalent experience
- Excellent communication skills and interpersonal skills
- Excellent administrative and organizational skills
- Experience working with children and youth
- Experience working with low-income families would be an asset
- Proven ability to work effectively in a team
- Experience working with diverse community partners
- Working knowledge of the economic and social profile of the Muskoka community;
- Has attended or willing to attend a one-day 'Bridges out of Poverty' training
- Willing to attend 4-day Hands on Training provided by Circles Canada in Sarnia, ON
- Vulnerable sector check
- Reliable vehicle and valid driver's license
- Standard First Aid training

Application Deadline: March 18, 2020 by 4:30pm

Please submit your resume with covering letter by email to:

Hannah Lin, Executive Director, YWCA Muskoka, 440 Ecclestone Drive, Unit C3, Bracebridge, ON, P1L 1Z6 hannah@ywcamuskoka.com

YWCA Muskoka promotes the principals of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from people of any gender and of all races, colours, ethnic origins, religions, abilities and sexual orientations.

We thank all applicants, but only those selected for an interview will be contacted.