

POSITION DESCRIPTION
Project Coordinator – Getting Ahead



REPORTS TO:	Executive Director
HOURS:	450 contract hours
EMPLOYMENT CATEGORY:	Part-time Contract Staff
RANGE of PAY:	\$20 - \$23.75
LENGTH OF TIME	October 1, 2020 – March 31, 2021

Summary:

The Project Coordinator is responsible for the planning, coordination and delivery of three Getting Ahead (GA) initiatives for YWCA in Muskoka. Getting Ahead in a Just Getting' by World is a licensed program of Aha Process, a 14 week program designed to support individuals on low income as they investigate community resources, and learn in a 'kitchen table' atmosphere among peers. This contract is subject to project funding and subject to the conditions of a CHPE grant from the District of Muskoka.

Responsibilities:

- Coordinate three 3 programs (Gravenhurst, Huntsville and Bracebridge)
- Review, adapt and plan for small group or virtual programs as needed
- Assist in the recruitment of program facilitators or volunteers
- Lead facilitation of 3 community-based programs
- Promotion and marketing
- Registration coordination; participant intake and screenings
- Ensure confidentiality and privacy
- Provide 1:1 support for participants in system navigation as needed
- Monitor project budget and maintain records
- Evaluation and reporting, provide updates for the Board and funders
- Participate in coordinator meetings and staff trainings as required

Qualifications:

- Strong project management, coordination and organizational skills
- Excellent communication and interpersonal skills
- Experience coordinating life skills or group peer support programs
- Ability to supervisor and provide feedback to volunteers or co-facilitators
- Strong facilitation skills and professional boundaries
- Compassion and experience working vulnerable persons
- Educational background in a social services, education, health would be an asset
- Experience in the non-profit sector as an employee or volunteer would be an asset
- Diversity and Inclusion training would be an asset
- An 'affirmative learning' attitude and enthusiasm
- Current vulnerable sector check
- Valid driver's license and access to reliable vehicle