

## EMPLOYMENT OPPORTUNITY

# DAVID THOMPSON COMMUNITY SCHOOLS TEAM PROGRAMMER

### Position Overview:

The DTCST is seeking an energetic and organized and independent individual to be responsible for development, coordination and implementation of a variety of after-school and community based programs within the David Thompson Family of Schools. This is a part-time, position. Total contract is 15 - 20 hours per week beginning March 1st, with the exception of July which is 35 hours week \$17.00 per hour in lieu. These hours vary according to planning and needs of community however mostly incorporate hours between 11:30 to 5:00 pm during the school year and some weekends. Flexibility is important. The position is ideally suited to students.

*The CST office is closed Aug 1-17<sup>th</sup> and reopens again Aug.20<sup>th</sup>*

### Responsibilities:

- Work collaboratively with the members of the CST and its community partners
- Coordination of social, recreational, and educational after school programs
- Recruiting, training, and management of volunteers, this involves supervision and direct support in cooperation with existing staff and community partners.
- Oversee program registration, promotion and fee collection
- Budget and manage program expenses and supplies
- Communication with parents, teachers, and school administrators
- Grant writing
- Ensure highest quality and safety of programs
- Front line mentorship of post-secondary interns facilitating programs

### Qualifications:

- Post Secondary education preferably in recreation, social services, and or social sciences
- Knowledge of existing community programs and resources and ability to liaise and work effectively with them
- Experience working with children and youth, High Five ® or Quest training (or willing to obtain)
- Experience working with program management and coordination of programs and volunteers
- Must be able to prepare basic budgets and keep statistics for program activities, some report writing
- Current First Aid and CPR certification
- Demonstrated ability to communicate with a wide variety of community partners, with **excellent oral and written communication skills**
- Valid BC drivers license (class 5) an asset (must be mobile within the community)
- Grant writing experience and knowledge an asset
- The selected candidate will be required to pass a criminal record review

Visit [www.vsb.bc.ca/communityschoolteams](http://www.vsb.bc.ca/communityschoolteams) for more information about the Community School Teams

### Applications:

Please submit resume and cover letter to

Teri Corcoran by **February 13<sup>th</sup> 2012**  
Community Schools Coordinator DTCST  
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