



JOB POSTING

POSITION: Program Coordinator All Babies Count Program (10 hours per week)

LOCATION: Markham, Ontario

REPORTS TO: Manager of Programs

QUALIFICATIONS OR SKILLS REQUIRED:

- Diploma/Degree in social services, health/community, childcare education related field combined with experience of working with diverse communities
- Strong facilitation, organizational, leadership and time management skills to assist in setting priorities and coordinating program activities
- Proficient computer skills
- Experienced in staff supervision and program planning
- Sensitivity to the impact of social, economic, environmental and cultural issues on young families in York Region
- Ability to work as part of a multidisciplinary team and work cooperatively within a group setting with other professionals
- Flexible, independent, self starter
- Non – judgmental, positive caring attitude
- Ability to maintain confidentiality
- A valid Driver's License and access to a car
- Proton food handling certificate
- Vulnerable sector screening, current CPR and first aid training and recent TB test
- Current Vulnerable Sector Screening (criminal background check)

RESPONSIBILITIES:

All Babies Count is a weekly prenatal nutrition program for pregnant women throughout York Region.

The Program Coordinator is responsible for all program delivery including ensuring a safe, welcoming environment for all participants; registering participants and completing paperwork; interacting with participants and providing information and support in keeping with best practice guidelines. The Program Coordinator will develop programming; schedule and arrange guest speakers; facilitate weekly session review for all site staff and partners; maintain equipment/supplies and provide support and information to the parents in keeping with best practice guidelines.

In addition the Program Coordinator is responsible for all administration aspects of the program including supervising ABC staff and volunteers; promoting the program in the community, soliciting and receiving donations for ABC; liaise with community partners to ensure smooth operations; completing reporting requirements and attending various ABC staff meetings.

INTERESTED APPLICANTS SHOULD FORWARD THEIR RESUME TO:

NAME: April Methot

POSITION TITLE: Human Resources Specialist

EMAIL ADDRESS: april.methot@pathwaysyorkregion.org

POSTING DATE: December 21, 2012

CLOSING DATE: January 24th, 2013

Please forward covering letter and resume highlighting related experience and salary expectations. No phone calls please. We thank all applicants for their interest however only those selected for an interview will be contacted.