

## Job Posting

☐ Internal

☒ External/Internal

**Job Title:**

**KidStart Coordinator**

**Posting No:**

**JH 385**

**Job Location:** Courtenay

**Note:** This position includes a comprehensive 100% employer-paid benefit package, enrolment in our defined-benefit pension, the Municipal Pension Plan, and three weeks of paid vacation.

**Duties and Qualifications:** See job description at the end of this document.

**Salary Rate:** \$32.79 (Step 1) - \$37.64 (Step 4), JJEP Grid 14, Step 1\*

**Schedule:** To be determined with Manager.

**Hours per week:** 21

**Closing date:** Closing date for Internal Applicants: April 13, 2023, at 4:30 pm. If the position is not filled internally, it will remain open until filled.

**Apply to (cover letter, resume, and 3 references):**

Alisha McLain

**Email:**

employment@jhsni.bc.ca

**Fax:**

250-286-3650

**Mail:**

140 10<sup>th</sup> Avenue, Campbell River BC V9W 4E3

This position is open to applicants of all genders.

This position requires proof of COVID-19 vaccination.

This position requires union membership and the completion of two criminal record checks.

The John Howard Society of North Island is an employment equity employer.

\*All JJEP/Paraprofessional positions are subject to wage grid levels. Positions begin at Step 1 and are increased to Steps 2 through 4 based on number of hours worked.

## Job Description

<i>Job Title:</i>	KidStart Coordinator
<i>Work site:</i>	Campbell River, Courtenay
<i>Program:</i>	John Howard KidStart Mentoring Program
<i>Benchmark:</i>	Unique 707 points
<i>Grid Level:</i>	14 JEP Grid
<i>Reports To:</i>	Program Manager
<i>Prepared Date:</i>	July 14, 2006
<i>Approved By:</i>	Executive Director
<i>Approved Date:</i>	February 7, 2022
<i>Revised &amp; Approved by Executive Director:</i>	May 25, 2021
<i>Reviewed:</i>	June 22, 2022

### Summary

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Coordinates all aspects of the John Howard KidStart Mentoring Program including recruiting, screening, supporting and supervising volunteers, the intake and orientation of child and youth participants and their families, as well as fundraising and recruiting potential donors.

### Essential Duties and Responsibilities

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To perform this job successfully, the KidStart Coordinator must be able to perform each essential duty satisfactorily. Other duties may be assigned.

- Carries out recruitment campaign for volunteer mentors in a way that reaches out to as many diverse applicants as possible from the community.
- Cultivates ongoing relationships with key community organizations to support program activities.
- Carries out public awareness activities in support of the program.
- Carries out all aspects of the volunteer mentor screening and orientation process including personal interviews and reference checks; and ensures all required documentation is accurate and complete, and updated during the duration of a volunteer mentor's involvement in the program.
- Provides guidance and practical assistance to volunteer mentors on a regular and as needed basis. Organizes and leads monthly support meetings, and researches community activities,

events and resources that are affordable, available, and of interest to young people in the program.

- Facilitates learning opportunities for volunteer mentors by developing resource materials, arranging for guest speakers, and designing workshops that address their identified needs.
- Prepares both the mentees and the volunteer mentors for their first meeting.
- Supervises volunteer mentors to ensure they are successfully developing a positive and culturally sensitive relationship with the mentees they are paired with.
- Responds to crises to address the specific cultural, health, safety, and other issues of those involved.
- Co-ordinates reward/recognition programs for volunteers, and special events for mentor volunteers and mentees.
- Co-ordinates fundraisers, recruits potential donors, and helps with the Champion campaign.
- Gathers data to support program reviews and evaluation processes.
- Keeps accurate client and volunteer records.
- Works a flexible schedule.
- Performs other related duties as required.

## Qualifications

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The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the essential duties of the position.

### Education and Experience

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- Bachelor's degree in a related human/social services field.
- A minimum of two years' up to and including three years' experience working with volunteers that includes:
  - Experience in the community social services sector with a working knowledge of community-based programs and specialized services.
  - Demonstrated ability to fundraise and recruit volunteers.
  - Demonstrated ability to organize and facilitate group learning opportunities.
  - Strong presentation and public speaking skills.
  - Demonstrated awareness of cultural safety and an understanding of our client population's cultural and social-economic characteristics.

### Other Skills and Abilities

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The worker must:

- Accept clients' right to self-determination and individuality and must not discriminate on the basis of race, ethnicity, language, religion, marital status, gender, sexual orientation, age, abilities, socio-economic status, political affiliation, or ancestry.
- Believe in the capacity of people to grow and change.
- Have the ability to recognize persons with special needs and adjust the way service is provided or make referrals as appropriate.
- Demonstrate proficiency in computer programs such as Microsoft Word, Excel, and databases.
- Demonstrate the ability to work effectively with other community programs and volunteer agencies. Be flexible in approach.
- Demonstrate the ability to use good judgment and maintain confidentiality.
- Have well-developed interpersonal and conflict management skills.
- Demonstrate the ability to maintain records and prepare reports.
- Have knowledge of best practices in the fields of volunteerism and social services to young people and their families.
- Have excellent organizational and time management skills.
- Be able to work independently and as part of a team.

## Other Job Requirements

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- Some driving is required to attend meetings or meeting with clients in the community. The KidStart Coordinator must have a valid driver's licence and safe, reliable, properly insured transportation (as per Society policy).
- The KidStart Coordinator must be able to work flexible hours to accommodate client needs, groups, meetings, and crises.
- The KidStart Coordinator must understand the values of family-centred services and must have a commitment to young people's safety and family stability.
- The KidStart Coordinator will follow the Code of Ethics and the Mission Statement of The John Howard Society of North Island.
- Two completed, acceptable criminal record checks, one from the Ministry of Justice and one from the RCMP.

## Diversity

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The John Howard Society of North Island welcomes applications from all qualified applicants including but not limited by those of any gender, ethnicity, orientation, or ability. Multilingual skills and multicultural competence are assets.

