

**AFTERSCHOOL PROGRAM COORDINATOR**

Under the direction of the afterschool program manager, the incumbent is responsible for organizing, planning, implementing and maintaining the very successful and ever growing, YWCA NWT after School Programs located in both the Public District 1 and Catholic District 2 schools. They must be knowledgeable in staff management and supervision, program activity design and implementation, have a good understanding of the health and safety requirements set out and inspected by our Education, Culture and Employment consultants and must be able to abide by the vision for a non-profit organization, in regards to maintaining the programs budget limitations.

The Coordinator must be able to work with limited supervision, manage and direct their own time and schedules to fit both office, client and program requirements and must be able to work with various levels of administration and community partners.

This is a full-time permanent position working 8-hour days Mondays to Fridays (10am-6pm).

**KEY DUTIES AND RESPONSIBILITIES:**

* Manages and leads all aspects of implementation of all the YWCA NWT afterschool sites
* Provides oversight of all afterschool staff and volunteers, including but not limited to: recruitment, screening, hiring, training and supervision
* Leads or co-facilitates monthly check-in meetings with staff
* Meets with school administrators and staff to discuss program related issues
* Serves as the main information source and point of contact for program participants and their families
* Review, complete and submit attendance report and other documentation to ECE as required
* Oversee budget for programming and authorize purchases through approved process
* Reports program information to funders and other stakeholders
* Implements Behavioral Strategies and provides support to the staff when having to discuss issues with the parents
* Role model, encourage and assist children and staff to practice self-help skills daily

**REQUIRED QUALIFICATIONS:**

* Early childhood diploma or degree and/or equivalencies
* Excellent written and oral communication skills
* Flexible, creative, takes initiative
* Ability to work in a team setting
* Ability to work independently, manage multiple tasks and work in a fast-paced environment with deadlines and strict timelines required
* Good computer skills, including MS Word, Outlook, Excel and PowerPoint
* Experience and knowledge of nonprofit organizations
* A clear criminal records check with the vulnerable sector completed, current 1st aid & CPR, Up-to-date immunizations are mandatory
* Clear driver’s abstract and access to a vehicle is required
* Other duties and responsibilities based on operational requirements

This is a full-time position working 8-hour shifts Monday-Friday starting ASAP. The salary for this position will depend on the education and experience of the successful candidate. YWCA NWT offers benefits to all its full-time employees (pension, health/dental and LTD).

Please apply by sending a cover letter and resume by e-mail to; Hawa Dumbuya-Sesay, Executive Director

[ed@ywcanwt.ca](mailto:childrenservices@ywcanwt.ca)

YWCA NWT offers equal opportunities for employment to individuals from diverse cultural and ethnic backgrounds.

Only successful candidates will be contacted for an interview.

Closing date: Open until filled

Starting salary: $68,006 annually