



TITLE: *Activities Coordinator*

The **Activities Coordinator** will report directly to the Program Manager. This individual shall perform duties as assigned and approved by the Executive Director. These duties will be consistent with the Organizational and Delivery Standards as set by Big Brothers & Sisters of Canada in conjunction with local policies.

QUALIFICATIONS/REQUIREMENTS:

- Minimum high school diploma and presently enrolled in a post-secondary institution.
- Experience in working with program or services designed for the social needs of individuals.
- Ability to work independently
- Familiarity with computer and programs.
- Working knowledge of office machinery.
- Good interpersonal and communication skills, both written and oral.
- Must maintain a high standard of confidentiality.
- Must possess good judgement, tact enthusiasm and must be personable, approachable and discreet
- The ability to conduct oneself in a professional manner in keeping with the image of the agency
- Willingness to undergo a police clearance
- Willingness to work flexible hours and locations
- Have access to a vehicle with insurance meeting legal requirements.

DUTIES:

- Assisting with Programs held during the summer months
- Assisting with fundraisers during summer
- Kids 'n' Kops- Week Summer Day camp for children in program in conjunction with the local police
- Assisting with establishing In School Program in various elementary schools
- General office duties including telephone/personal reception, filing, typing, photocopying, correspondence, etc.
- Inquiries & distribution of application kits and information

- Receives inquiries, conduct brief telephone orientations, and set appointments.
- Provide description of agency services.
- Other Duties as requested by the Executive Director

SUPERVISION

The student will be supervised by the Program Manager and will be trained by other staff and this individual as well. Supervision will be ongoing throughout the project

HEALTH AND SAFETY

Big Brothers Big Sisters of Pictou County of Pictou County is proud of its record in regard to health and safety. Employees have rules and guidelines and policies that are required to be followed.

Salary: \$15.20/hour 35 hours/week