

Bilal Community and Family Centre (BCFC) is a non-profit organization that is dedicated to empowering Winnipeg immigrant and refugee communities to achieve social and economic success. Bilal Community and Family Centre (BCFC) serves the Winnipeg community with a focus on immigrants and refugee newcomer families and youth. We serve newcomer youth and their families and provide summer youth programs, family-oriented programs/ Strengthening families programs, frequent seminars, weekend classes, large-scale social programs, and various drop-in programs.

Our vision is to transform communities by inspiring youth and families to become thriving citizens, and the leaders of tomorrow.

We are currently looking for a Full Time **Summer Youth Program Assistant Coordinator**

- Hourly Rate: \$18.00
- Base Hours Bi-Weekly: 70
- Status: Assistant Program Coordinator
- Duration: July 2, 2024 – August 25, 2024
- Conditions: A satisfactory Criminal Record Check including Vulnerable Sector Search and Child Abuse Registry Check

Qualifications:

- Experience with Summer Youth Programs will be considered. (e.g. Summer Camps, Sports Programs & Field Trips, etc.)
- Ability to respond to emails, reports, and other administrative work in a timely manner.
- Ability to manage Staff inclusive of planning, administration, and reporting.
- Cultural competency and the ability to work with diverse staff and clients.
- Ability to speak languages other than English will be considered as an asset.
- Attention to detail with the ability to follow through and deliver results in a timely manner
- Ability to manage multiple projects and tasks under tight deadlines
- Organizational skills to assist multiple employees at one time with various tasks
- Knowledge of basic computer programs and basic typing abilities
- Computer skills with MS Office software, particularly Word, PowerPoint, Excel, Outlook and very conversant with social media platforms.

Responsibilities and Main Tasks:

1. Assist in Coordinating, Facilitating, and Communicating Effectively with all the different departments of this program (Transportation, Food, Sports & Recreation, Office).
2. Communicating effectively including responding to emails and texts in a timely manner.
3. Assist in Creating and Planning Program activities with our Program Development Facilitator
4. Prioritizes the safety of the children. Ensure all necessary safety policies and procedures are implemented. (e.g., Ensure Adequate staff are assigned to monitor children during activities and field trips)
5. Assist in closely supervising the Food and Transportation Departments
6. Ensure BCFC programs or activity schedules do not conflict with each other.
7. Closely Monitors Staff Attendance and performance and reports regularly to the executive director and the BCFC Leadership team.
8. Meets Program Reporting Requirements (E.g., Weekly Activity Reports, Pictures, etc.)
9. Assist/runs weekly staff meetings
10. Closes the summer program by August 25, 2024