



## Bilal Community and Family Centre Inc

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

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

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.

#### **Position Details**

- ❖ Hourly Rate: \$21.00
- ❖ Base Hours Bi-Weekly: 70
- ❖ Status: Program Coordinator
- ❖ Duration: June 23, 2025 – August 25, 2025
- ❖ Conditions: A satisfactory Criminal Record Check including Vulnerable Sector Search and Child Abuse Registry Check

#### **Qualifications:**

- ❖ Experience with Summer Children and Youth Programming 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 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:**

- ❖ Coordinate, Facilitate, and Communicate Effectively with all the different departments of this program (Transportation, Food, Sports & Recreation, Office).
- ❖ Communicating effectively including responding to emails and texts in a timely manner.
- ❖ Creates and Plans Program activities for children and youth throughout the program.
- ❖ 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)
- ❖ Closely Monitors Staff Attendance and performance and reports regularly to the executive director and the BCFC Leadership team.
- ❖ Meets Program Reporting Requirements (E.g., Weekly Activity Reports, Pictures, etc.)
- ❖ Runs weekly staff meetings until the end of the program.