



Campbell River Beacon Club

Job Description: Program Coordinator 20 hrs/week

Reports to: Executive Director

JOB SUMMARY:

In accordance with the Mission, Vision and Values, and strategic directions of Campbell River Beacon Club Society, provide programs and activities in an environment in which members are encouraged to maximize their potential and are contributing members of the community. The CR Beacon Club serves Adults living with Mental Illness and Substance misuse and the people who support them.

The role encompasses the Planning, Promotion, and Facilitation of Psychosocial recreational programs for Adults living with Mental Illness and Substance Misuse.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Promotes safety, well-being, dignity, hope, inclusion, and enjoyment of life for CR Beacon Club Members.
2. Consults with members, other staff, and, to some degree, the Executive Director in the development of individual and group programs that are accessible to all members of the club.
3. Plans, organizes, promotes, and sometimes facilitates ongoing psychosocial programs of varied meaningful activities that encourage the maximum participation of all members, recognizing their levels of ability and involvement.
4. Ensures that equipment and environment needed to carry out programs is clean, in good working order and meets any licensing or regulatory requirements.
5. Requisitions all supplies and equipment necessary to fulfill program requirements. Monitors expenditures on an ongoing basis.
6. In conjunction with the Executive Director, prepares a yearly program budget and submits to Executive Director for approval. Monitors financials to ensure that targets are met.
7. In conjunction with the Executive Director and other staff, plans, organizes, and operates fundraising activities.
8. Assists in daily operations of the clubhouse including cleaning.
9. Participates in presenting and attending in-service education programs and professional meetings.
10. Acts as a liaison with other related organizations, clubs and associations, and co-ordinates with theirs services as is necessary.

11. Develops and maintains Policy and Procedure Manuals for the staff & volunteers involved in program delivery.
12. Identify and evaluate the risks to the organization's people (members, staff, students and volunteers), property, finances, programs, activities, goodwill and image, and implement measures to control risks and inform the Executive Director if any risks or threats are identified.
13. Administrative duties, preparing reports in a timely manner as required.
14. Preparing and serving meals to large groups.
15. Accompanying Clients and Volunteers on outings within and outside Campbell River Community.
16. Other duties as required.

QUALIFICATIONS:

Education, Training and Experience

Therapeutic Recreational Programming Diploma or Human Services Diploma plus one year recent, related experience or an equivalent combination of education, training and experience.

Appropriate Criminal Record Check

Emergency First Aid

Food Safe

Clear Driver's Abstract

Class 4 Unrestricted Driver's License

Prior experience and/or training in working with people with mental illnesses and addictions

Experience preparing meals and organizing events for large groups of people.

Administrative/financial experience/training also an asset

Knowledgeable in Microsoft Office programs

Non-Violent Crisis Intervention

Comfortable accompanying clients on outings to promote community inclusion.

Skills And Abilities

- Ability to communicate effectively both verbally and in writing.
- Conflict Resolution Skills
- Physical ability to carry out the duties of the position.
- Ability to supervise staff and volunteers.
- Ability to plan, promote, and facilitate psychosocial rehabilitation programming
- Ability to liaise with the Board of Directors, other agencies and the general public in a

constructive, professional manner

- Ability to work independently within a team environment
- Ability to be flexible and handle multiple priorities while remaining calm under pressure
- Strong organizational, interpersonal and computer skills.
- Demonstrated knowledge of and sensitivity to issues related to Adults living with Mental Illness.
- Ability to maintain a flexible work schedule, usually daytime hours, except occasional evening events. Weekend availability required.

Other Skills & Abilities

All staff and volunteers of the Campbell River Beacon Club must:

- Demonstrate a level of cultural sensitivity and understanding of the client population's cultural and socio-economic characteristics.
- Have the ability to accept the differences they will find among their clients.
- Accept clients' rights 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 affiliations, or national ancestry.
- Have a positive conviction about the capacity of people to grow and change.
- Have the ability to work respectfully in partnership with other team members, including referring authorities.
- Have the ability to set limits and maintain professional boundaries with clients

Diversity

The Campbell River Beacon Club welcomes applications from all qualified applicants including but not limited by those of gender, race, orientation, or disability. Multilingual skills and multicultural competence are assets.

All Staff and Volunteers at the Campbell River Beacon Club are required to show proof of Vaccination for COVID 19 before commencing employment.