

Mother Goose On-the-Go Coordinator: Part-time

6 hours per week. \$25 per hour. Flexible hours, home office.

Mount Waddington/North Vancouver Island

Application Deadline: June 21, 2019

As a contracted employee of the Mount Waddington Family Literacy Society, the Mother Goose On-the-Go Coordinator arranges Mother Goose reading sessions at North Island schools, libraries and other venues and events, and provides training and leadership to the Mother Goose facilitators in each community.

Job Description:

- Leadership and coordination of Mother Goose On-the-Go programs
- Develop partnerships and regular programming in communities
- Yearly workshops for literacy facilitators
- Grant writing

Credentials

- Strong organizational skills
- Proven ability to manage projects
- Understanding of early literacy skills
- Relevant education

Specific Responsibilities:

- Plan, organize and implement the family literacy program, Mother Goose On-the-Go in the Mount Waddington Region on behalf of the Society
- Coordinate events with the Literacy Bus manager
- Participate in Family Literacy and Literacy Bus events as necessary
- Interview and assess potential literacy facilitators
- Obtain and file criminal record checks from all facilitators
- Provide support regarding goal setting, lesson planning, use of available resources, etc. to literacy facilitators
- Regularly monitor and review progress of program goals and initiatives
- Keep program records of attendance, hours of activity and other statistics as required by funders
- Prepare a monthly activities report and provide documentation when submitting hours for payroll
- Provide detailed annual qualitative/quantitative report to Ministry of Children and Family Development by March 31, 2019
- Assist in evaluation process of programs
- Operate within budget allocated to the family literacy programs
- Other related duties as determined by the Mount Waddington Family Literacy Society
- Seek funding from a variety of sources for the Society

The position will be a contract with the Mount Waddington Family Literacy Society.

**Please send resume by mail or e-mail to:
Kathy Martin,
Box 1392, Port McNeill, B.C. V0N 2R0
or martinkt@telus.net or 250-230-4234**

Posting closes 5:00 pm June 21, 2019



[Find out more about the Mount Waddington Family Literacy Society.](#)

www.mwliteracynow.wordpress.com

www.facebook.com/mwfamilyliteracy/