**Job Description – Program Coordinator**

**Job Purpose**

The Program Coordinator is employed by the Kawartha-Haliburton Children’s Foundation and interacts regularly with Kawartha-Haliburton Children’s Aid Society (KHCAS) staff. The Coordinator adheres to strict confidentiality requirements from the KHCAS but will not be dealing directly with at-risk children.

**Primary Duties and Responsibilities:**

The Program Coordinator will perform a wide range of duties including some or all of the following:

*Summer Camp Program (Seasonal)*

The Coordinator processes camp applications for approximately 210 – 240 children.

Responsibilities Include:

* Uploading of Camp Registration Forms
* Processing applications from KHCAS social workers, ensuring the completeness of the forms, prior to forwarding the applications to designated camps
* Sending out weekly and monthly reminder emails to KHCAS social workers
* Tracking camp registrations to ensure we remain within budget
* Writing a Summer Camp Report for presentation to the Board of Directors.

*Santa’s Sleigh Program (Seasonal)*

The Coordinator processes gift requests for over 1000 children and families.

Responsibilities Include:

* Communicating with corporate partners and family sponsors
* Collaborating with KHCAS staff to identify gift recipients
* Scheduling volunteers to work shifts at the Sleigh
* Scheduling volunteers for gift pick-ups while facilitating the gift distribution process
* Creating corporate, individual, and volunteer donor recognition plaques
* Writing a Santa’s Sleigh Report for presentation to the Board of Directors.

*Ongoing Programs and Office Management*

Responsibilities Include:

* Processing bursaries and other requests from both students and KHCAS staff
* Responsible for Accounts Payable utilizing QuickBooks (training provided)
* Bank deposits, completing expense forms, administering petty cash and gift card distribution
* Preparing and emailing out meeting agendas and supporting material for distribution for Committee Meetings, Board Meetings and the Annual General Meeting
* Minute Taking during meetings and recording all Board Motions
* Booking meeting space and purchasing office supplies
* Assisting the Executive Director with special fundraising events

**Qualifications**

* A minimum Grade 12 education required
* Post-secondary education in Office Administration an asset

*Knowledge, skills and abilities*

- Advanced literacy and ability to write using clear language

- Enhanced knowledge and application of the full Microsoft Office Suite

- Strong computer filing and management skills

- Excellent communication and interpersonal skills, ability to use diplomacy and tact

- Exceptional organizational, multi-tasking and time management skills

- Ability to take direction, work well within a team and manage independent assignments

*Personal characteristics*

The Program Coordinator should demonstrate competence in some or all of the following:

* Behave Ethically: Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others are consistent with these standards and align with the values of the organization.
* Build Relationships: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
* Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
* Focus on Needs: Anticipate, understand, and respond to the needs of internal and external partners to meet or exceed their expectations within the organizational parameters.
* Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
* Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
* Organization: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
* Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
* Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

**Working Conditions**

* The Kawartha-Haliburton Children’s Foundation operates a small fundraising office within the Kawartha-Haliburton Children’s Aid Society with a mix of paid staff, student interns and volunteers.
* The Program Coordinator’s position is full time (35 hours per week – Monday to Friday). Hours may be temporarily adjusted to include evenings and weekends during seasonal programs, or to assist with special fundraising events.
* A valid Police Check is required.