



## **Job Posting - Program Coordinator**

**Hours of Work:** Full Time, 40 hours per week

**Salary:** \$40,000 - \$50,000 annually + benefits

### **About Us:**

Canada SCORES Vancouver is a registered charity that empowers youth to ***find their voice, achieve their goals, and reach their full potential***. We are the only after-school program that combines the game of soccer, the art of poetry, and community service experiences, as well as provides ongoing mentorships, to inspire youth to ***lead healthy lives, be engaged students, and have the confidence and character to make a difference in the world***.

### **Job Summary:**

Canada SCORES is seeking a reliable, dynamic, and team-oriented Program Coordinator to join our team. Our Program Coordinator is a key member of our team and is responsible for the day-to-day program operations.

### **Main Responsibilities:**

- Manage our coach and program volunteer pool, which includes recruitment, training and support of those who execute the day-to-day delivery of our programs
- Oversee the recruitment and registration of our program participants in partnership with representatives from our schools
- Make regular in-person visits to program sites to ensure effective program delivery and implementation, connect and support parents/guardians to ensure success of their children, and act as a substitute coach as needed
- Plan and execute all program events, including Game Days, Poetry Slams, Soccer Jamborees, and other program related events
- Oversee program equipment, supply, and snack ordering, distribution and collection
- Manage our participant database and keep track of attendance and retention to help with long-term planning
- Lead program evaluation efforts, including conducting evaluations, collecting data and managing a database of year-over-year results
- Assist with Identifying evaluation best practices in youth development, social and emotional learning, literacy, and fitness to improve program monitoring and evaluation
- Assist in reporting evaluation results to stakeholders through program outcome reports, presentation slides, grant writing, and etc.
- Assist with the development of program expansion to new schools, new school districts, and different age groups

### **Requirements**

- Course work specifically focused on working with children (e.g. teacher certification, education assistant, etc.)
- A minimum of 2 years of relevant work experience (e.g. out-of-school programming, recreational programs, etc.)
- Exceptional interpersonal, communication, organizational, and computer skills
- Class 5 Driver's License and access to a vehicle

Canada SCORES welcomes diversity and encourages all qualified individuals to apply by submitting their cover letter and resume to [admin@canadascores.org](mailto:admin@canadascores.org). We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.