

# Administrative Coordinator



2018 Order of MB Recipient

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## Job Description

West Broadway Youth Outreach is seeking an enthusiastic, hard-working, and organized individual with strong communication skills and experience working with children for the role of an Administrative Coordinator.

West Broadway Youth Outreach is a drop-in life skills and recreational program providing free programming to children aged 4 and up in the West Broadway area and beyond.

The Administrative Coordinator is responsible for assisting in the day-to-day management of the program, including administrative tasks and program facilitation.

### Responsibilities include:

1. Ensuring the smooth day to day running of the programming.
2. Keeping up correspondence with parents, volunteers, Board of Directors, funders, donors, the general public, and any other interested parties regarding information/queries about the program.
3. Keeping accurate and up to date statistics including attendance, donations/thank you letters, expenses, staff hours, incidents, etc.
4. Recruiting, training, supervising, monitoring, and sustaining volunteers and practicum students.
5. General upkeep of office, equipment, donations, etc.
6. Producing promotional materials for distribution such as brochures, posters, calendars, flyers, etc.
7. Coordinating activities with outside facilitators such as piano, cooking and yoga teachers.
8. Planning special outings including reservations, transportation, and permission slips.
9. Facilitating programming for children and youth including supervising activities, preparing snacks, dealing with discipline issues, and direct interaction and participation in activities with children and youth.
10. Planning for special events such as the holiday party, Volunteer Appreciation, major fundraisers, including securing funding, securing volunteers, purchasing supplies, promotion, venue booking, set-up, clean-up, etc.
11. Keeping Board of Directors up to date on program occurrences through emails, phone calls, Staff Reports, Incident Reports, and Expense reports as well as in person.
12. Supervising Part Time and Casual Staff.
13. Maintaining relationships with other neighbourhood organizations and other related agencies in the city such as YAA, West Broadway Community Org, Art City, RAY, Broadway Neighbourhood Centre, Wolseley Family Place, etc. As well as schools which our kids attend and other United Way agencies.
14. Other duties as assigned and/or negotiated.

**Assets include:**

- Have a flexible schedule
- Have a valid driver's licence
- Post-secondary education in a relevant field or equivalent experience
- Familiarity with the West Broadway neighbourhood or other inner-city communities
- First Aid and CPR certification
- Experience with photoshop, moviemaker and/or other related software

\*Short listed candidates will be asked to complete Criminal Record and Child Abuse Registry checks\*

**Job Types:** 30 to 40 hours per week, Contract

**Salary:** \$17.00 per hour

(Year 2) \$18.50 per hour

We invite all persons interested to apply. Please send a cover letter and resume to the email address listed on [www.westbroadwayouthoutreach.com](http://www.westbroadwayouthoutreach.com). We will contact only those being considered for an interview.