

School District 42 (Maple Ridge-Pitt Meadows)

PROFESSIONAL STAFF POSITIONS

POSITION:	Program Manager, Community Connections & Healthy Living
REPORTS TO:	Assistant Superintendent, Elementary Schools
DATE:	February 23, 2022
LOCATION:	Webster's Corners Elementary School

CORE FUNCTION:

Reporting to the Assistant Superintendent, the Program Manager, Community Connections & Healthy Living will act as the School District's community liaison and is responsible for the promoting, planning, and coordinating after school programming at schools throughout the district. In addition, this position will work alongside community partners and School District staff to enhance classroom initiatives related to our Middle Childhood Instrument (MDI) data.

RESPONSIBILITIES:

1. Conducts individual needs assessments at elementary schools, identifying the interest and desired program themes for after school programs.
2. Develops enriching after school programs that complement the academic plan for the purpose of ensuring that interests and needs of participants are met.
3. Collaborates with others (e.g. district staff, parents, community organizations, etc.) to implement and maintain developmentally appropriate services and/or programs.
4. Manages after school programs at various locations to ensure program success and compliance with grant requirements.
5. Manages program budgets.
6. Orders supplies and materials.
7. Performs personnel functions (e.g. recruitment, hiring, training, evaluations, etc.) including assigning work to maintain adequate programming, enhance productivity of personnel and ensure that program objectives are achieved within budget.
8. Prepares a wide variety of written materials (e.g. activity reports; attendance and participation logs; parent surveys; registration materials, inventory, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
9. Researches a variety of information (e.g. equipment, supplies and materials for programs, current practices/trends, etc.) for the purpose of making recommendations for and/or developing new programs and/or plans.
10. Communicating with the parents through daily drop-off and pick-up, addressing behavioural challenges, reviewing and approving student access to services and the coordination of adequate supports as may be necessary.
11. Performs other duties as assigned.

QUALIFICATIONS:

1. University Degree with emphasis on Recreation, Community Development, Education, Social Science or Business, or equivalent combination of training and experience.
2. A minimum of 3 years' experience working in the public sector in planning, organizing, implementing and managing educational and recreational after school programs.
3. Supervisory experience
4. Strong organizational, communication and presentation skills.
5. Demonstrated ability using solid, independent judgement and action in complex and non-routine matters where decisions are made within the framework of established policy and procedures;
6. Proven skills in conflict resolution as well as the ability to deal with sensitive or confidential issues with tact and discretion.
7. Expertise in the use of computer technology (e.g., e-mail, Internet, MS Office Suite and PerfectMind).