



Thunder Bay

Job Description

updated Nov 2023

Position:	Asst. Windsor Coordinator	Type of Employment:	Full-time
Reports to:	Windsor Coordinator	Club Location:	Windsor Unit
Hours:	30 / week	Wage:	\$21.00 / hour

Overall function of the Assistant Windsor Program Coordinator

The Windsor Assistant Coordinator will assist in the responsibility of the delivery of educational, recreational, social, health, vocational and counseling services that respond to the needs of children ages 4-18. This position will also be responsible for teen leadership programming

Qualifications & Requirements

Criminal / Child Welfare Check	First Aid & CPR
High Five Certification	Education in the Human Service Field
Previous work with children an asset	Class F is an asset (if over 25)

Responsibilities

- Taking over for Windsor Program Coordinator when she is away
- Assist in design and delivery of Registered Activity Day & School Elective Programs
- Assist in designing, organizing and implementing a diverse program of educational, social, recreational, health, leadership and cultural age appropriate activities.
- Assist in design and delivery of Registered Activity Day & School Elective Programs
- Supervision of staff, placement students and volunteers
- Contribute to evaluation of staff & placement students – would be responsible for Rec Therapy and High School Co-op evaluations.
- Floor supervision & behaviour management of children and youth in designated areas during program time.
- Maintain excellent attendance stats and pictures for future reports and statistical information
- Assist in planning a variety of indoor, outdoor & skill building activities
- Plan daily snacks & send needs list to Windsor Coordinator by due date.
- Design and deliver creative evening programming and Friday Supper Club
- Assist with assigning tasks and ensuring they are completed
- Lock up duties as required
- Attend and assist in training staff, students and volunteers
- Complete online BGC Training
- Ensure to be knowledgeable with fire / missing child safety procedures
- Maintain program facilities and equipment in keeping with health & safety standards
- Promote and encourage participation by members and the general public in programs
- Prepare incident reports when required
- Administer first aid when required
- Bring to the attention of the Supervisor any concerns or incidents that require follow up.
- Provide a safe and healthy environment for all youth attending the Club.
- Cleaning & Sanitizing the building, toys, furniture, etc...
- Any other related duties