



Chicopee Outreach Program (COPS) Coordinator

Major responsibilities:	
<ul style="list-style-type: none">• Works with a committee to coordinate recreation, personal development and mentoring for youth ages 10-15 years.• Oversees all aspects of the coordination and implementation of programs at the centre as well as any joint community and offsite events.• Actively participates in and leads a variety of activities such as arts, sports, teambuilding games using a developmental asset-building approach.• Performs administrative tasks to support the program including; budget, registration and evaluations• Coordinates and provides orientation to Emergency Services personnel, community mentors and partners as required.• Coordinate the planning of at least one fundraising event in conjunction with partners.	
Qualifications:	
<ul style="list-style-type: none">• Must possess relevant youth leadership, administration, supervision, communication, social development and positive behaviour management skills, event and program planning, mentorship and partnership coordination• Must understand and be able to apply 40 Developmental Assets Framework.• Must have current Standard First Aid certification and provide police check on offer of employment.	
Note(s):	Evening work is required for registration.
Recommended age:	Due to funding requirements, applicants must be returning students, minimum 18 years of age.
Employment Dates:	May 24 – Aug 30. 2012
Hours of Work:	Daytime hours, some evening and weekends (schedule to be determined)
Wage Range (2011 rates)	\$12.84/hr - \$14.17
Application Deadline:	January 20, 2012
Contact Information:	Susan Josic 519-741-2639 – 519-741-2490 or susan.josic@kitchener.ca