



## Program Coordinator

Launch Pad Youth Skills & Technology Centre

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*Are you an organized individual that is passionate about planning and implementing programming to enhance the participant's life? We are looking for an outstanding individual to serve as a Program Coordinator – someone who is excited to take on an impactful and highly varied community engagement role.*

LAUNCH PAD is a non-profit skills development centre for youth aged 12 – 18 located in Hanover, Ontario serving the rural communities of Grey & Bruce Counties.

VISION – Ensure that all youth can discover and develop their passions to live the life they imagine.

MISSION – To create opportunities for youth to explore their curiosity, discover their interest, and enhance their skills through programs, partnerships and community engagement.

VALUES – Innovation, Empowerment, Inclusivity

Reporting to the Executive Director and working closely with the Board of Directors, the Program Coordinator will be responsible for initiating the planning, promotion, implementation and evaluation of programs fulfilling Launch Pad's mandate. The Program Coordinator will focus on recruiting and interviewing trained skilled professional volunteers to assist in delivery of programming, while supporting the organizations financial viability and maintaining the commitment to the organization's mission and vision, strengthening its diverse revenue streams, and enhancing the vibrant work environment established in conjunction with the Board of Directors. They will collaborate with stakeholders to assist with operational planning, special projects/events and guide partnership development for programming.

The ideal candidate is passionate, can find efficiencies in our existing operations, and enhance policies and procedures to strengthen the organization. Most importantly, the candidate must be comfortable with community and youth engagement and have experience in communications and marketing.

This is a part-time fixed term position anticipated to begin in May 2023 through May 2024 and consist of 24 hours per week. Wage will be based on \$22 per hour. Internal and external candidates may apply.

Qualified applicants are invited to submit a COVER LETTER and RESUME outlining their experience and ability to manage the below job activities of the Program Coordinator by email, in person, or mail delivery by Friday, May 5, 2023 at 4pm. Please address applications to:

Human Resources  
C/O The Town of Hanover  
341 10th St. Hanover, ON N4N 1P5  
[hr@hanover.ca](mailto:hr@hanover.ca)



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### JOB ACTIVITIES

- Initiates the planning, promotion, implementation and evaluation of programs fulfilling Launch Pad's mandate.
- Recruits, interviews and trains skilled professional volunteers to assist in delivery of programming.
- Supports and ensures program instructors have all they need to deliver programming.
- Purchases equipment related to programming and managing yearly program budget.
- Collects and monitors statistics and outcomes on programs and activities.
- Contributes content to Launch Pad's online communication strategy and assists with marketing to support promotions of programming.
- Prepares monthly program report to Executive Director/Board of Directors.
- Provides incidental guidance to co-op students, youth staff and volunteers while on duty.
- Responsibly represents Launch Pad at the Centre and in the community.
- Respects confidentiality of participants, staff and volunteers.
- Works in compliance with the Occupational Health and Safety Act Regulations.
- Works in compliance with and carries out the Policies and Procedures of Launch Pad.
- Have flexibility in working some evenings or weekends if required.
- Perform any other related duties as assigned.

### KNOWLEDGE, SKILLS AND EXPERIENCE

- Excellent communication skills and the initiative to lead community engagement.
- Must be passionate, collaborative, and have the capacity to innovate with limited &/or changing resources.
- Must have previous experience working with youth.
- Have flexibility in working some evenings or weekends if required.
- Must have First Aid with CPR-C and AED certification or be willing and able to obtain.

Launch Pad is an equal opportunity employer that values diversity. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.