



JOB OPPORTUNITY

Bamfield Community School Association Coordinator Bamfield, BC, CANADA

About Us

The Bamfield Community School Association (BCSA) works to enrich the lives of youth, families and adults in our growing small community of Bamfield and Anacla. We are an independent organization based in the Bamfield Community School. We offer a variety of educational and fun programs and services in recreation, literacy, health, wellness, and community development. bamfieldcommunity.ca

Bamfield and Anacla are located on the stunning west coast of Vancouver Island, in the heart of Huu-ay-aht First Nations' Traditional Territory. The community is home to a small, but diverse population with a high level of civic engagement – many services found in larger centres are offered here by dedicated volunteers. Surrounded by ocean and forest, it is a paradise for outdoor enthusiasts and armchair naturalists alike.

Role Overview

The BCSA Coordinator provides overall leadership to the programs, activities and projects of the Bamfield Community School Association. Our programming includes several perennial activities (ex. provision of daily school lunch and monthly community lunch program via a contractor, public library and computer access point, afterschool club and summer day camps, gymnasium access for sports and fitness groups) and other programs according to the needs and interests of community members (ex. seniors' programs, cooking classes, adult upgrading, workshops in health, gardening, art etc). The role requires excellent interpersonal and organizational skills and the ability to work independently. The Coordinator makes the daily decisions regarding the operation of the organization and support staff, with oversight from a Board of Directors.

Roles and Responsibilities

- Coordination of literacy, wellness and community development programs independently and under direction from BCSA Directors
- Facilitate inter-agency cooperation in the delivery of services, recreational, cultural and non-curricular educational programs.
- Collaborate with community resources/organizations and the Bamfield Community School staff to facilitate the integration of those resources into the regular school program, where welcomed by school staff.

- Build and maintain positive connections with the community's youth, families and adults.
- Become familiar with the social and economic structure of the community, identify community needs and interests and facilitate the development and implementation of programs, services and activities to meet those needs.
- Promote full utilization of the publicly available Community School facilities (library, computers, gym, atrium etc); ensure maintenance and security of School District and BCSA assets.
- Report to and consult with BCSA Board of Directors regularly, including written and verbal reports at monthly Board meetings.
Maintain an up-to-date understanding and positive working relationship with the Association for Community Education in British Columbia (ACEbc) on behalf of the BCSA, including attendance at their annual conference.
- Manage all aspects of corporate finances, including budgeting, payroll, fundraising and financial reporting.
- Hire and supervise BCSA staff (generally 1-2 Assistants and 1 Lunch Program Contractor) and short-term facilitators for individual programs.

Qualifications of Ideal Candidates:

Ideal candidates are independent and creative with the ability to maintain our baseline operations and to develop new initiatives to meet the needs and interests of our diverse community. They will possess:

- Undergraduate degree or 2 years experience in an related or administrative role, including experience in:
 - Financial administration
 - Event coordination
 - Strong written and verbal communication skills
 - Ability to prioritize and multitask, effective time management skills
 - Experience with the not-for-profit sector and grant writing
- Excellent computer skills with knowledge of Microsoft Office Programs
- FoodSafe Level 1 Certification (or willingness to obtain)
- Valid Class 5 Driver's License (Class 4 is an asset)
- Basic First Aid certification (willingness to obtain)
- Ability to pass a Criminal Record Check
- Basic knowledge of SAGE accounting software and payroll experience is desired

Regular Full-time position

Salary: based on experience

Benefits: Basic MSP coverage, \$2500 towards Professional Development per year, 2 weeks paid vacation + paid week off during winter break.

Reports to: BCSA Board of Directors, a group of dedicated community volunteers

Position open until October 5, 2018 or until filled.

Please submit a resume and cover letter that outlines why the position interests you and clearly addresses how you meet the listed qualifications to the BCSA Board of Directors:

bcsa_board@googlegroups.com