

Job Posting

Position: Bamfield Community School Association Program Supervisor

Start: September 2014, exact date TBD

Salary: To be negotiated based on experience

Position Specifications: 20 hours/week

Deadline for Application: August 3rd 2014, or until position is filled

Goals of the BCSA Program:

- To use the school and other neighbourhood facilities more effectively for desired community programs,
- To strengthen the existing Kindergarten to Grade 12 curriculum through greater involvement and use of available human, physical, and financial resources,
- To develop a variety of educational, recreational, cultural, and social opportunities for children, youth, and adults,
- To encourage community residents to become involved in community activities, services, and issues,
- To strengthen communications within the community,
- And to facilitate coordination and cooperation among agencies and organizations in the delivery of community services.

Position Summary:

- The BCSA Program Supervisor will work alongside the BCSA Coordinator and provide overall leadership to the Community School Association programs for the Bamfield Community School Association (BCSA)
- Duties include:
 - Fostering cooperation and communication between the School, BCSA, and various community organizations,
 - Becoming 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,
 - Organizing and coordinating literacy, wellness, and community development programs in collaboration with the BCSA Directors and Coordinator,
 - Collaborating with community resources and the Bamfield Community School to facilitate the integration of those resources into the regular school program,
 - Promoting full utilization of the Community School facilities.

This position is mainly an office position and will include general office and administrative duties including, but not limited to, answering phone calls, addressing and resolving questions and concerns, paperwork, maintaining office hours and using social media. The position also includes event coordination, including planning, advertising, set up/take down, and running of the events.

Qualifications:

- High School graduate and completed post-secondary studies (a university degree or diploma is preferred, but undergraduate students are encouraged to apply),
- Experience working in a small rural community an asset,
- Experience working with a First Nations community an asset,
- Experience working with intergenerational groups an asset,
- Able to work independently, collaboratively, and cooperatively,
- Excellent communication skills (written, verbal, and online communication skills will be necessary),
- Experience working in developing, implementing, and evaluating recreational, cultural, social, and educational programs an asset,
- Valid B.C. Drivers Licence,
- A clear record pursuant to the Criminal Records Review Act.

This position will be supervised directly for the first two weeks by the Coordinator. Following the initial two week training period, the hire will be supervised by the BCSA Board of Directors and BCSA Coordinator.

Please send your cover letter, resume, and references to bcsa.ct@gmail.com, attention: Catherine Thompson, BCSA Coordinator. Only short-listed candidates will be contacted for an interview. Any questions call 250 728 1220.

