

PROGRAM COORDINATOR

Responsible for scheduling programs – events and classes. Work with Volunteer Coordinator to ensure volunteer program needs are met, and help address any issues that arise.

DUTIES INCLUDE

- Responsible for coordinating, planning and execution of events and classes, as approved by the Board.
- Assisting with Setting up tables/chairs, and moving furniture when required
- Assisting with making tea and other beverages, and/or bussing tables, refilling drink jugs/carafes when required
- Maintaining communication and support with the Program Support Volunteers and the Program Coordinator
- Supervising and assisting in programming for children

EXPERIENCE

- Experience with non-profit and/or museum events and classes an asset but not required. Training will be provided.
- Experience with children an asset.
- Criminal and Vulnerable sector checks may be required for programs involving children.

Please contact Bete Way at treasurer@quaco.ca or cell 905-691-9933 or David Hinton at secretary@quaco.ca if you have any questions.