



L'ASSOCIATION JAMAÏCAINE DE MONTREAL INC.
JAMAICA ASSOCIATION OF MONTREAL INC.
4065 JEAN-TALON OUEST, MONTREAL, QC H4P 1W6 TEL: 514.737.8229 FAX: 514.737.4861

JOB DESCRIPTION

COORDINATOR, FOOTSTEPS & YOUNG PARENTS PROGRAM

Candidates will receive an email confirmation of receipt upon submitting their application. Only those candidates that have been selected for interviews will be contacted. Please allow one (1) working day from the time you send in your application to receive an email confirmation.

This positing is for a one-year contract

Scope

Reporting to the Director, Programs and Services, the Coordinator creates and offers activities for children on Saturdays year-round (September to August). They also are responsible for creating sessions and workshops for young parents relating to their experiences and relating to their children. **During COVID, activities are held online until further notice.**

Responsibilities

1. Creates educational activities and programs for children between the ages of 0 to 5 years and 6 to 9 years (both in-person and online);
2. Creates recreational activities and programs;
3. Coordinates and manages Spring Break Activities for participants (Yearly in March – 35 hours);
4. Coordinates outings for children and families (Sugar Shack, sledding, walking tours (weather permitting), etc...)
5. Ensure there are nutritional snacks for all children;
6. Supervise educators and volunteers;
7. Ensure the necessary materials and books are available for the planned activities;
8. Offer information on the Jamaica Association Au Futur program to users of this service, as required;
9. Offers information on programs in Montreal, as required
10. Ensures all toys and items used have been cleaned and sanitized
11. Ensures the space used and all surfaces used are clean and sanitized;
12. Ensures the space is locked after use and all lights turned off.

Primary Requirements

1. Attestation of degree in Social Work or a related field with two to four years of pertinent work experience;
2. Bilingual with good spoken and written English and French;
3. Good knowledge of the Quebec and Canadian immigration rules surrounding immigrants and refugee claimants;
4. An understanding of cultural communities in Montreal, an asset;
5. Good knowledge of the resources available within Montreal for young parents and their children;
6. Excellent communicator, with strong organizational and interpersonal skills coupled with professionalism, confidentiality, discretion, compassion, good judgment, independence and maturity;
7. Monthly reports are required on activities, number of children, challenges, opportunities and all information pertinent to the running of the program.
8. An organized logbook of program participants, activities, needs and outcomes must be kept in order to report on program progress, issues that arise and issues of immediate concern.
9. This book must be available for the President and his or her delegate to review
10. Reports along with timesheet must be submitted every two weeks

Work hours: 10 to 12 hours weekly + 35 hours March Break.

Preparation during the week: 2 - 4 hours – Delivery: Saturdays: 10 am to 6 pm: 8 hours

March Break 35 hours (hours may vary depending on activities)

**Hourly pay: \$16
to be determined)**

Duration: Year-round

Start date: Late August 2021 (exact date

Submit cover letter and resume to: **Sharon Nelson, sharon.nelson@jam-montreal.com**

Interested applicants must submit a curriculum vitae with a covering letter. **IMPORTANT: Language, computer skills and knowledge of existing government programs pertaining to this program of short-listed candidates will be tested.** The Jamaica Association of Montreal Inc. is committed to Employment Equity and encourages all qualified applicants.