



Contract Description

The Immigrant Welcome Centre is currently seeking to fill the following contract for services to relaunch our International Family Recreation Program in Campbell River.

Who we are...

The Immigrant Welcome Centre specializes in immigration and support services to newcomers who are settling in Campbell River, Comox Valley, and the North Island. Also known as the Multicultural and Immigrant Services Association of North Vancouver Island (MISA), we are a registered non-profit organization established in Campbell River in 1992.

As an award winning organization, The Immigrant Welcome Centre is a respected leader in immigrant services and an active proponent for the sector. By fostering strategic partnerships and working to create welcoming, inclusive communities that attract and retain newcomers, we are an effective business partner in the communities we serve.

How to apply for this contract.

Please submit a resume and cover letter to deborah.hall@immigrantwelcome.ca detailing your experience, skills and abilities that make you the best candidate for this contract by Wednesday, August 4 at 9:00 a.m.

CONTRACT: Coordination & Facilitation of the International Family Recreation Program

FEE: \$150 for relaunch preparation and \$150.00 per activity/session completed (up to max 9). Contract will run from September 2021-March 2022, with the possibility of being renewed in the new fiscal year April 2022-March 2023 dependent on continued funding..

CONTRACT SUMMARY

The contract coordinator is responsible for providing coordination and facilitation of the International Family Recreation Program. The International Family Recreation Program is a free program that brings families together for fun activities, games and learning opportunities. Anticipated relaunch October 2021. Please see contract activities, deliverables and requirements below.

PROGRAM OBJECTIVES

- Connect immigrant families with one another and established community members.
- Provide information about community services and resources.
- Enhance immigrant family's awareness of services for their children in the community.
- Encourage children's participation in the community.
- Learn about and participate in Canadian traditions.
- Learn from each other and develop leadership.
- Practice English.



- Have fun.

ACTIVITIES

Coordination & Promotion

- Develop and implement the International Family Recreation annual program plan.
- Coordinate and lead the monthly sessions ensuring the safety of participants.
- Manage program budget and coming up with creative uses of the budget that fits with the goals and scope of the International Family Recreation Program and the mission and vision of the Immigrant Welcome Centre.
- Purchase program supplies and food.
- Liaise with IWC staff and community organizations to arrange for guest speakers, presentations, or information about community services and resources.
- Follow up with scheduled guest speakers prior to sessions.
- Assist IWC staff with promoting the program and attracting new people.
- Contact identified individuals interested in the program.
- Remind participants about program sessions.
- Ensure that program participants and IWC staff are notified of cancellations and program changes.
- Ensure requirements for use of meeting facilities are adhered to: use of space, booking room, notifying if there is a cancellation.
- Supervise program volunteers.
- Handle issues that may arise during the program.
- Refer attendees to the Immigrant Welcome Centre for additional support services.

Record Keeping & Reporting:

- Ensure that attendees of the International Family Recreation complete a program registration form.
- Maintain attendance and record of activities on Program Activity Sheet. Ensuring that the attendance sheet is filled out and taking note of any discrepancies (participants who attend but are not listed on the attendance sheet)
- Maintain records of volunteers and number of hours. Ensuring that volunteers are reporting hours monthly on the volunteer hours tracking report.
- Maintain budget and keep records of all donations, in-kind contributions and community partners.
- Run program within approved budget.
- Collect client outcome surveys, program evaluations and submit reports as required.
- Evaluate the program and provide recommendations.

DELIVERABLES

- Program plan for sessions
- Deliver International Family Recreation Program Sessions/Activities



- Maintain Program Activity Sheet
- Submit the following paperwork to the Immigrant Welcome Centre no later than 5 days following each session
 - Records of attendance (signed attendance sheets)
 - Registration forms (registration forms completed during program sessions)
 - Invoice (contract fee and supply expenses related to the program)

The compensation for this contract is based on both activities and deliverables.

QUALIFICATIONS:

Required

- Post Secondary training in human services, community development, administration or a related field, or a combination of education and experience.
- Fluency in English – (fluency in other languages a valuable asset).
- Valid BC Driver's License and reliable transportation.
- A clean vulnerable Sector Criminal Record Check.

Preferred Skills, Knowledge and Experience

- Experience working with immigrants and/or visible minorities, knowledge of the impact of immigration.
- Experience working with children and families.
- Strong verbal and written communication skills.
- Proficiency in MS Office and Google programs.
- Strong organizational, time management and leadership skills.
- Knowledge and experience maintaining confidentiality, appropriate boundaries with other staff and clients in a professionally assertive manner
- Knowledge of community resources and experience working with community agencies.
- Experience facilitating meetings/workshops.
- Experience coordinating and leading games and activities.
- Demonstrated ability to recruit and maintain new and current program participants.