



Campbell River Beacon Club

Job Description: Program Aide

Reports to: Executive Director

JOB SUMMARY:

In accordance with the Mission, Vision and Values, and strategic directions of Campbell River Beacon Club Society, provide programs and activities in an environment in which members are encouraged to maximize their potential and are contributing members of the community.

The role also encompasses the supervision of Therapeutic Volunteer Program, the Volunteer Incentive Program, and community volunteers.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Consults with members, other staff, the Program Aide and, to some degree, Executive Director in the development of individual and group programs that are commensurate with the physical and social abilities of the members.
2. In cooperation with the Program Coordinator, plans, organises, communicates and directs continuous programs of varied meaningful activities that encourage the maximum participation of all members, recognising their levels of ability and involvement.
3. Ensures that equipment and environment needed to carry out programs is clean, in good working order and meets any licensing or regulatory requirements.
4. Working with the Program Coordinator and Mental Health and Substance Use Job Coach, directs the Therapeutic Volunteer Program and the Volunteer Incentive Program.
5. In conjunction with the Program Coordinator and the Executive Director, organises staffing requirements and schedules shifts to ensure adequate coverage for daily activities and special events.
6. Working in consultation with the Executive Director and the Program Coordinator, designs volunteer service opportunities that supplement the programs, provides an orientation for the volunteers and forward evaluative comments regarding each volunteer to the Executive Director.
7. In conjunction with the Executive Director and other staff, plans, organises, and operates fundraising activities.
8. May participates in presenting and attending in-service education programs and professional meetings as required.
9. Acts as a liaison with other related organizations, clubs and associations, and co-ordinates with their services as is necessary.

10. Administrative duties, preparing reports in a timely manner, as required
11. Other duties as required.

QUALIFICATIONS:

Education, Training and Experience

Graduation from a recognized therapeutic recreational program plus one year's recent, related experience or an equivalent combination of education, training and experience.

Appropriate Criminal Record Check less than 2 years since

Emergency First Aid

Food Safe

Narcan Training

WHMSS training

Class 4 Unrestricted Driver's Licence

Prior experience and/or training in working with people with mental illnesses and addictions

Experience preparing meals and organizing events for large groups of people.

Administrative/financial experience/training also an asset

Knowledgeable in Microsoft Office programs

Skills and Abilities

Ability to communicate effectively both verbally and in writing.

Ability to deal with others effectively.

Physical ability to carry out the duties of the position.

Ability to supervise.

Ability to organize work.

Ability to operate related equipment.

Ability to liaise with the Board of Directors, other agencies and the general public in a constructive, professional manner

Self-motivated and a team player

I have read and understand the requirements of my job.

Barb Buckle

Date