

POSITION DESCRIPTION

Position Title: Coordinator, Community Programs

Division: Community Development

Classification: Program Coordinator Ext 1 (PCE1)

Supervisor's Title: Manager, Community Development

Staff Year No.:

POSITION SUMMARY

The Coordinator is responsible for developing and maintaining relationships with communities across the province and to coordinate the delivery of community based programs by implementing the approved program contract and budgets. The Coordinator provides on-going support to community based programs and ensures course relevance, excellence, and uniformity and is responsible for providing where required, curriculum, supplementary resources, classroom resources, instructional orientation and guidance, and instructional management systems.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary:

- Implement the approved program contract in the community by:
 - Liaising with College departments as appropriate to ensure all operational requirements are met – Finance, Registrar's Office, Academic areas, IT Services, Facilities, Library, Bookstore, Human Resources etc.
 - Assisting, under the direction of the appropriate school chair/dean/director, to recruit, hire, supervise, and support program staff in the delivery of the community-based academic program.
 - Providing ongoing instructional support, guidance, and resources to instructors
 - Supporting the orientation for program staff and students
 - Representing the College in the recruitment, assessment, and identification of students for admission to the program
 - Liaising with appropriate College staff to ensure student support needs are met.
 - Participating in stakeholder meetings
 - Assisting in the coordination of Elders and guest speakers for class visits / workshops
 - Conducting regular, student progress checks throughout the duration of the program
 - Ensuring required student records are maintained and information conveyed to appropriate College staff.
 - Ensuring appropriate learning facilities and equipment are arranged/available in conjunction with the host community, contracting organization and/or ACC School and Director Facilities involved in the contracted program delivery.
 - Wrapping-up program – including student marks recording, planning, or assisting the planning of and attending graduation event and return of equipment and resources to ACC.
 - Ensuring College policies are implemented.
- Assists with the assessment and selection of program applicants by:
 - Administration/supervision of College entrance testing procedures
 - Assist the RO with the collection of appropriate documents required for admission into program.
 - Evaluation of post-secondary entrance requirements for individual career choices (SSA normally)
 - Providing a spreadsheet of applicant assessment results for the review of the chair/dean
- Ensures that reports and records are maintained:
 - Maintenance of inventory records for instructional resources in each program
 - Completion of progress report forms for use within each program.
 - Completion of student evaluation forms for each program
 - Providing final report guidelines for each instructor
 - Scheduling monthly progress meetings
 - Analysing of monthly progress reports: preparation of action plans for training partners and instructors/students based on analysis.

RESPONSIBILITIES AND ACCOUNTABILITIES

- Provides resources for off-campus classrooms by:
 - Requisitioning of instructional resources, classroom supplies, equipment and furniture as required in each program.
 - Arranging for the delivery and return of all resources.
 - Organizing of non-consumable inventory
 - Including cultural aspects into programs where possible

Secondary:

- Assisting with proposal and budget development
- Understanding program budget/allowable expenses and critical timelines
- Supervising program evaluation for all off-campus programs
- Representing the program at meetings with College personnel
- Representation at meetings with training partners to plan programs and evaluate progress throughout the programs.
- Assisting with curriculum development and obtaining employer input into curriculum renewal

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised 0
Staff Positions Indirectly Supervised 0

Other Key Relationships:

Under the direct supervision of the Chair, Contract Training, works as a member of a team to provide market driven training to partners/clients and to coordinate the implementation of program delivery. Good personal organizational skills are a definite asset. Acts as a representative of the College.

Matters which must be referred to the immediate supervisor:

- Inquiries about future programs
- Staffing issues
- Concerns or issues with regard to projects
- Matters which may have political or policy sensitivity
- Matters which may have implications beyond the approved budget
- Notice/Approval to travel to sites as required
- Approval of any overtime or flex time
- Approval of vacation or other leave

Decisions to be made on own initiative:

- Choice of, equipment and supplies for projects
- Development of instructor orientations
- Office management and record keeping
- Development of program management tools
- Arrangement of delivery/pick-up of site materials
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KNOWLEDGE, SKILLS, ABILITIES, OTHER

- Knowledge of modern office procedures including telephone communications, office systems, record keeping
- Able to use a personal Computer (Microsoft Office 365) to write reports, complete Excel spreadsheets, develop instructional materials
- Knowledge of and prior extensive usage of the internet
- Project management skills
- College diploma, university degree or suitable life experience
- Hold a valid Manitoba Driver's Class 5 License

OTHER COMMENTS

- Must be highly motivated and a self-starter
- Must possess analytical and assessment skill.
- Must be willing to accept responsibility for objectives and department initiatives assigned.
- Must have excellent public relations skills and be able to communicate with mainstream and diverse groups
- Must be able to deal with several activities or job functions happening simultaneously
- Must have good organizational skills
- Must possess knowledge of a wide variety of instructional methods
- The position does involve regular travel to isolated communities

Employee's Signature

Date

Supervisor's Signature

Date