



**TITLE:** EARLY HEAD START PROJECT COORDINATOR

**SALARY:** \$ 10.00 to \$15.00/hr

**ACCOUNTABILITY:** Community Development Department

**POSITION**

- OBJECTIVES:**
- 1) To assist clients in defining their program and service needs and in planning strategies which will respond adequately to those needs.
  - 2) To offer a wide range of quality services and programs which will improve the quality of life of clients.
  - 3) To respond to the different needs of each individual by providing a wide range of opportunities for group and individual involvement.
  - 4) To evaluate impact of strategies, programs and services with clients.

- SPECIFIC RESPONSIBILITIES:**
- 1) Work as a facilitator of the team for program planning and implementation in the area of services to families with children 5 and under in LaSalle - note population also includes economically disadvantaged adults.
  - 2) Supervise or lead the animation of activities.
  - 3) Conduct outreach activities to increase participation in the programs.
  - 4) Assist in recruiting, training, supporting and motivating volunteers.
  - 5) Supervision of volunteers and programs.
  - 6) Provide information and referral.
  - 7) Responsible for the preparation and distribution of monthly calendar of activities
  - 8) Assists participants in organizing fund raising activities.
  - 9) Be responsible for evaluations of programs and follow up.
  - 10) Assist in the collection statistical data, collection necessary for overall evaluation purposes.
  - 11) Be responsible for administrative and clerical duties such as purchasing program supplies, program reservations, ticket sales, petty cash statements, bank deposits.
  - 12) Represent the CCS at community functions and activities.
  - 13) Sit on relevant community tables and develop partnerships with relevant organizations.
  - 14) Assist with applications for grants (CLSC LaSalle)
  - 15) Register participants and maintain lists
  - 15) Participate in the preparation of Annual Reports.

**WORK SCHEDULE:** This is a contractual part-time position for 3 days a week from (November 2nd 2009 –August 31<sup>st</sup> 2010)

- QUALIFICATIONS:**
- o Post secondary education in Special Care Counselling, Therapeutic Recreation, Leisure Studies or related studies or equivalent work-related experience.
  - o Experience in group dynamics and inter-personal relationships.
  - o Program planning development and implementation skills.
  - o Must be able to function as a member of a team as well as independently.
  - o Knowledge of community resources particularly in LaSalle
  - o Must be prepared to work weekends and evenings.
  - o Word processing is essential.
  - o Bilingualism essential.

Please forward all resumes to Carolyn Arsenault by email: [carolyna@ccs-montreal.org](mailto:carolyna@ccs-montreal.org) or by fax at (514) 937-5548 by Friday October 16th, 2009.