



INTERNATIONAL WOMEN OF SASKATOON (IWS)

International Women of Saskatoon (IWS) Position Description

JOB TITLE:	Program Worker
TITLE OF IMMEDIATE SUPERVISOR:	Skills Development & Community Connections Programs Manager
TITLE OF DIRECT REPORTS:	N/A
ORGANIZATIONAL PROFILE:	The International Women of Saskatoon (IWS) is a grassroots women's organization and a registered charity established in 1985 with the mandate to help improve the status of newcomer/ immigrant/ refugee women and their families residing in Saskatoon and area by assisting them, using innovative programs and delivery strategies, to become full participating members of Canadian society.
PROGRAM DESCRIPTION:	<p>The LEAD program is a broad programming support specially designed for immigrant/refugee clients, ages 6-16 for the purpose of skills enhancement, community connections, and leadership development. The LEAD program comprises 3 groups, namely:</p> <ul style="list-style-type: none">- TweenOnGuard (TOG), a co-ed program for children ages 6-12- Youth-in-Transition (YIT) for Girls ages 13-16- Youth-in-Transition (YIT) for Boys ages 13-16 <p>The TOG and YIT group activities include the following: sports/recreation, social connection activities, life skills workshops, academic supports, field trips, arts and crafts, volunteerism and leadership development activities.</p>
SCOPE OF THE WORK:	Reporting to the SDCC Programs Manager, the Program Development Worker is responsible for assisting with program promotion/recruitment/screening, planning and scheduling, community liaison, client and program evaluation, and report development.
TASK DESCRIPTION:	<p>Promotion/Recruitment/Screening</p> <ul style="list-style-type: none">• Proactively identify potential partners, networks, and clients that align with the program objectives• Assist with the design and distribution of promotional/recruitment materials• Actively engage and educate multiple stakeholders (parents/guardians, ESL teachers, other SPOs and school administrators) in order to enhance enrollment• Facilitate school and neighbourhood-based presentations on the past successes of the programs to promote participation• Recruit 84 eligible clients, taking into consideration immigration status and funding priorities• Facilitate parent interviews and implement other pre-enrolment screening tools to screen clients for enrolment• Compile enrolment list and liaise with Manager for selection of program participants• Communicate results to the successful clients and maintain records of required documentations that support the process



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Planning & Scheduling

- Liaise with Program Staff to identify volunteer needs and communicate said needs to Volunteer Associate I to mobilize and train volunteers to assist with program activities
- Act as the primary contact person for guest speakers, suppliers, community partners and supporters
- Liaise with Program Staff to organize/facilitate field trips within and outside the City limits, including transportation needs
- When needed, recruit/arrange for guest speakers and facilitators
- Act as a floating staff to ensure effective coverage and support during field trips

Parent/Guardian Support

- Assist with the planning and facilitation of information sessions and orientation for parents
- Ensure programming information is provided to participants and parents
- Respond to parent inquiries/concerns and provide weekly updates via email, text, and phone calls
- Make reminder calls to clients/parents, when necessary

Evaluation & Reports Development

- Review and update program evaluation tools for client and program performance evaluation and submit to Management for approval
- Collect weekly attendance for each program group and input into approved client database
- Responsible for maintaining client files, including all required registration documentations and accident/illness/behaviour/progress reports
- Liaise with Program Staff to collect relevant data and compile statistics and narratives using SimpleCTS and iCARE database
- Liaise and work collaboratively with Program Staff of the different children/youth programs for purposes of report development
- Collect and compile data to develop a single report for all LEAD program groups
- Responsible for submitting monthly and final report to Management, including information on client stats, needs, trends, demographics, areas for improvement and success stories

Logistics & other Administrative Tasks

- Ensure strict compliance with the Organization's policies and procedures on client confidentiality
- Be responsible for compiling and safe keeping program related photos
- Review and update program documentations that are relevant to travel/transportation/logistics namely: permission slips/consent forms and submit to Manager for approval
- Liaise with Program Staff to identify program supply and material needs
- Responsible for submitting requests for, making purchases, and pickup of program supplies and snacks/refreshment, and monitoring inventory and the use of equipment
- Perform other tasks as may be required in furtherance of the mandate of IWS

FACTOR INFORMATION

301-336 5th Avenue North, Saskatoon, SK S7K 2P4

Telephone: (306) 978-6611 Fax: (306) 978-6614

Email: info@iwssaskatoon.org

Website: www.iwssaskatoon.org



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EDUCATION & EXPERIENCE
<ul style="list-style-type: none">• University Degree in Education, Arts or Social Services• Experience working with large groups of children and youth in a school or community-based setting• Experience working with newcomer children who may have been impacted by trauma would be an asset• Demonstrable proof of strong programming planning, administrative and organizing skills
CORE COMPETENCIES
<ul style="list-style-type: none">• Ability to multi-task and work under pressure with minimum supervision independently and in cooperation/collaboration internally with staff and externally with other agencies• Knowledge and understanding of the peculiar barriers faced by newcomer, immigrant and refugee children and youth• Ability to work with a wide variety of ages and demographic groups• Ability to observe and assess staff and participants' behavior, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques• Demonstrated ability to provide leadership to children and youth and relate to their unique developmental stage in life with genuine love, care, respect and guidance• Knowledge of current available settlement programs, services and resources in area• Program and event planning, development, organization and implementation skills• Excellent communication (oral & writing) skills• Ability to organize and manage outdoor activities: games, sports, field trips within and outside the city• Program & event planning, development, organization and implementation skills• Camp experience is an asset• Positive attitude, enthusiastic, upbeat personality• Valid Criminal Record Check/Vulnerable Sector Search• Valid First Aid/CPR Level C• Other Language abilities is an Asset• Valid driver's license and reliable vehicle is an asset
EFFORT
<ul style="list-style-type: none">• Will have multiple priorities with frequent interruptions• Will have to engage in regular physical activities
WORKING CONDITIONS
<ul style="list-style-type: none">• Will work in both an office environment and off-site at program locations• Will work evenings and weekends• Travel within Saskatoon and Saskatchewan• Valid driver's license and access to a functional vehicle
HOURS OF WORK & SCHEDULE
<ul style="list-style-type: none">• 35 hours per week• Monday to Friday, 9:00am – 4:30pm• April 16-Sept. 30, 2019
WAGE & BENEFITS



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- \$21/hour plus MERCs
- Standard Organization's Group Retirement Plan/Health and Dental Benefits

CONTACT INFORMATION
APPLY TO: HR/Policy Manager International Women of Saskatoon hrmanager@iwssaskatoon.org
APPLY BY: April 3, 2019 at 5pm
CONTRACT DURATION:
Note: We also wish to advise that only those individuals who have been selected for an interview will be contacted.