



<b>Job title</b>	Parenting Programs Coordinator
<b>Reports to</b>	Director of Director of ICYFS
<b>Date</b>	January 2016

### Job purpose

The Program Coordinator facilitates and/or co-facilitates Boys and Girls Clubs of Canada parent education and group support programming, providing quality control and consistency in delivery of the programs. The Program Coordinator will supervise Parenting Program staff and support other BGCCVI family related program staff as well as providing new and ongoing program development, community liaison and promotion of Parenting Programs and BGCCVI. The Program Coordinator is also responsible for report writing, data collection and grant and proposal writing.

*Promotion and Prevention programs are proactive and evidence-based /evidence-informed, striving to reduce individual, family and environmental risk factors, increase resilience, enhance protective factors and achieve individual and comprehensive community wellness through a team or collaborative approach. Programs utilize strategies designed to keep individuals, families, groups and communities healthy and free from the problems related to alcohol or other drug use, mental health disorders, physical illness, parent/child conflict, abuse/neglect, exposure to and experience of violence in the home and community, and to inform the general public of problems associated with those issues, thereby raising awareness; or to intervene with at-risk or identified individuals to reduce or eliminate identified concerns. Promotion programs target the general population and seek to increase overall well-being and reduce the overall prevalence of problem behaviours. Prevention programs target groups that are exposed to factors that place them at a greater than average risk for the problem. These programs are tailored to reduce the identified risk factors and strengthen protective factors.*

### Duties and responsibilities

#### Group Consultant/Facilitator

- Attending the group(s) on a weekly basis and facilitating the learning process
- Providing appropriate guidance and parent education on various topics
- Support and encourage a healthy group process
- Evaluating the effectiveness of the group process
- Mediating issues as required ensuring healthy group dynamics
- Ensuring all families have access to support to assist in the building and maintenance of healthy successful families
- Providing a safe and supportive place where parents can experience new learning opportunities, overcome barriers, build positive relationships and develop confidence and skills for life
- Recognize the limits of the programs and refer parents to other professionals, services and agencies as appropriate



### **Coordination of Parenting Programs**

- Present and promote Parenting Programs program to professionals, community agencies and groups
- Maintains up to date knowledge of community resources in order to provide program-related information to participants.
- Makes arrangements for facilities and materials necessary for group sessions
- Plans sessions in a consultative process with participants and staff. Conducts sessions acting as a facilitator or a co facilitator not a counselor
- Maintains all necessary participant and program reports and statistics
- Maintains contact with participants between sessions in order to provide follow-up support if necessary
- Recruit, train, support and acknowledge group and program volunteer Mentor Parents
- Attend annual Regional BGCC Parenting Program Conference. Attend BGCCVI Professional development opportunities.
- Report writing, grant and proposal writing
- Financial management of approved budget
- Performs other related duties as required.

### **Professional guidelines and practices**

- The Program Coordinator/Facilitator will adhere to all confidentiality policies within the program model and adhere to privacy regulations and laws.
- While in a group setting and engaged in a helping relationship with a parent, the Program Coordinator/Facilitators will remain in a strictly professional relationship.
- Program Coordinator will provide all required documentation required by Boys and Girls Clubs of Canada (BGCC) – Parenting Programs and maintain confidentiality standards.
- The Program Coordinator will not work in isolation and will seek support through their supervisor and the BGCC- Parenting Programs Manager – Pacific Region in order to promote a healthy de-briefing process and self-care.
- Program Coordinator will be an active member of the community in which they offer support and will be well-informed of other supports available and work with other agencies as required.

## **Qualifications**

### *Education*

- A diploma, Bachelor or Master's degree in social service/human services or a related field, or the equivalent education and experience.
- Demonstration of on-going, life-long learning process.
- Education in group leadership, program development and facilitation.

### *Professional designation*

- N/A

### *Experience*

- Experience in group facilitation within a social services setting.



- Experience in public speaking/leading groups/teams.
- Experience in program planning and implementation.
- Experience in working in helping relationships and an awareness of the importance for clear boundary setting within these relationships.

*Knowledge, skills and abilities*

- A comprehensive understanding of group dynamics and family processes.
- Excellent leadership skills.
- A basic comprehensive understanding of a wide variety of topics in the field of family life education, including adolescent development, attachment theory, compassionate communication and self-care.
- Excellent organization, time and management skills
- Excellent interpersonal behaviour and communication skills
- Well developed written and verbal communication skills
- Valid First Aid & CPR

**Personal Characteristics**

**Core Values**

Respect- Program Facilitators respect all members of the group, their rights and opinions, and will treat all members in a respectful, professional manner.

Honesty- Program Facilitators are honest and encourage an honest, open-minded atmosphere, free of judgments.

Integrity- Program Facilitators have a high level of professional integrity, are trustworthy and dependable, and declare any conflicts of interest.

Equality- Program Facilitators believe in equality and fairness, and have an ethical approach in interacting with all members of the group, their colleagues and volunteers.

Well-being- Program Facilitators are mindful of others’ well-being as well as their own. They will encourage people to care for themselves and set clear boundaries. They assist others in creating methods of self-care suited to their circumstances.

Lifelong learning- Program Facilitators are knowledgeable of adult learning theories. They honor the different learning styles and life experiences that everyone brings to the group.

**Working conditions**

This position requires the ability to work independently with flexible hours including 2-3 evenings each week.

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Approved by:	<i>Director of iCYFS</i>
Date approved:	<i>May, 2017</i>
Reviewed:	<i>Director of HR &amp; OE</i>