



United Way
Powell River & District



Job Posting

Position: Program & Outreach Manager - Early Years

Salary Range: \$42,900 - \$46,800

Job Status: Full-time permanent (37.5 hours/week)

Benefits: Generous paid vacation (4 weeks). Unfortunately, no extended medical or dental benefits are available at this time.

Start Date: Early to mid- June 2021

Closing date: May 16, 2021

The ORCA Bus (On the Road with Children's Activities) is a mobile venue that brings free early years activities and parenting support to families with young children in remote areas of Powell River, Tla'amin, and qathet Regional District. Programs on the ORCA Bus promote community belonging, support and address families' needs, support cultural competency including Indigenous culture, and provide non-childcare early learning to families with children ages 0-6 years old.

The ORCA Bus is a partnership between Powell River & District United Way, School District 47, and several local service agencies that collaborate to deliver programs and outreach on board. During COVID-19, ORCA Bus programming is offered outdoors, off the bus, with strict health and safety measures in place.

Powell River & District United Way is seeking a *Program & Outreach Manager – Early Years* to provide program, operations, administrative and communications support for the ORCA Bus program. Reporting to the Director, Community Engagement & Resource Development, this position is responsible for managing an established collaborative early years initiative serving all corners of qathet Regional District. This role is responsible for coordinating community partner programs and volunteers, developing and delivering new direct outreach services, and representing and promoting the ORCA Bus in the community. The incumbent will be the public face of the ORCA Bus -- present on site, connected with local agencies and families, and passionate about building a community where children ages 0-6 and their families thrive.

Role and Responsibilities

- Schedules and supports partner agency programming offered on board the ORCA Bus, in accordance with the ORCA Bus Service Philosophy and ORCA Bus Strategic Plan.
- Develops and delivers new, barrier-free direct outreach activities (6 hours/week of direct service) in alignment with provincial *Early Years Framework* principles.



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- Develops and demonstrates an awareness and understanding of local community-based services, programs and supports for families with children ages 0-6.
- Works collaboratively and develops positive relationships with community partners and enhanced service agencies (e.g. Public Health), for the purposes of facilitating referrals, supporting family resource navigation, and enhancing ORCA Bus service offerings.
- Manages the volunteer driver program. Responsible for the recruitment, onboarding, orientation, supervision and coordination (scheduling) of volunteer drivers.
- When volunteers are unavailable, drives the ORCA Bus to and from program sites and maintenance appointments (training will be provided; regular Class 5 License; no experience required).*
- Is available on-site during ORCA Bus programs, as needed. Supports volunteers and program facilitators with orientation, equipment set-up, take-down, and clean-up, as required, including COVID-19 sanitation protocols.
- Plans and chairs meetings including the ORCA Working Group and ORCA Advisory Group.
- Represents the ORCA Bus and United Way at community-based early years committees and events.
- Promotes ORCA Bus programming and shares information with users and the community via social media, website, email, posters, etc.
- Stewards program data collection for evaluation and reporting purposes; ensures timely and detailed reporting; responds to inquiries and prepares reports.
- Participates in strategic planning and visioning for the ORCA Bus.
- Undertakes administrative and logistical tasks, including site bookings; monitoring, purchasing and stocking supplies; record-keeping; insurance renewal; file management; accounts receivable/payable; meeting and travel bookings; budget monitoring; and other related tasks as they arise.
- Monitors, maintains and keeps records of vehicle safety and maintenance inspections; coordinates maintenance, repairs and improvements as required.
- May perform other related duties as identified and/or assigned.

**Note: Due to an ongoing shortage of volunteers, this position is responsible for most bus driving duties during COVID-19.*

Qualifications

- Degree or diploma in relevant discipline preferred (Child and Youth Worker/Early Childhood Education (ECE)/Community Social Service, etc.), or equivalent experience.
- Min. 1-year experience delivering community-based services to families and young children, ideally with a focus on barrier-free services and supporting families experiencing vulnerabilities or challenges.
- Valid Class 5 driver's license, clean driver's abstract, and willingness to drive an oversized vehicle to and from program sites throughout qathet Regional District. (Training will be provided. Note: Transportation of passengers not required.)
- Experience recruiting and managing volunteers strongly preferred.



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- Demonstrated ability to work in a community setting with diverse populations.
- Demonstrated ability to maintain positive relations with diverse community partners, professional colleagues, families, children, and volunteers.
- Ability to exercise high levels of confidentiality, discretion and tact in both internal and external interactions.
- Strong professional communication skills (verbal, digital and written).
- Excellent organizational skills, multi-tasking, and ability to complete tasks as assigned, sometimes on short notice.
- Self-motivated, positive, flexible, reliable and able to take initiative and solve problems as they arise.
- Proficiency in Microsoft Office, Google Drive, and other computer applications, including word processing and spreadsheet management.
- Experience with basic website and social media management preferred.
- Knowledge related to community development an asset.
- Required to read and deliver service in compliance with the policies set out in the following:
 - BC Handbook for Action on Child Abuse and Neglect
 - *Responding to Child Welfare Concerns, Your Role in Knowing When and What to Report*
- Must complete Privacy Training and Vulnerable Sector Criminal Record Check
- Must have or be willing to attain up-to-date First Aid certification.

Working conditions

This position is based in Powell River, British Columbia, on the traditional and treaty territory of the Tla'amin Nation.

The incumbent must be willing to travel to all ORCA Bus service areas, including Powell River, Texada Island, Tla'amin Nation, Lund, and other sites throughout qathet Regional District. Some program administration tasks may be completed remotely at program sites. Occasional work outside regular business hours and some personal vehicle use may be required (mileage provided).

We value diversity and are committed to an inclusive, respectful workplace. We welcome applications from qualified individuals with diverse identities, backgrounds and experiences. Please don't hesitate to contact us if we can support you with your application or answer specific questions about the role: apply@unitedwayofpowellriver.ca.

How to apply

Please submit your resume and cover letter via email to apply@unitedwayofpowellriver.ca by midnight on Sunday, May 16, 2021.