



The Lloydminster Learning Council Association (LLCA)

Position: Program Coordinator

Introduction: LLCA is seeking a self-motivated, innovative, energetic team leader with community spirit to establish, promote, coordinate, evaluate, and maintain all programs.
This is not a teaching position; it is an administrative position.

Schedule: Monday to Thursday (4 days/week plus some evenings to supervise programs)
8:30 AM to 4:30 PM (28 hours/week)
Full month of July off with pay plus Christmas Break with pay

Rate: \$23.50/hour

Key Responsibilities:

- Work collaboratively with the Executive Director
- Establish, promote, coordinate, evaluate and maintain all LLCA programs
- Recruit, screen, supervise and evaluate all volunteer tutors, instructors, facilitators
- Develop and maintain community partnerships and liaison
- Coordinate community events such as National Child's Day (November 20) and Family Literacy Day (January 27)
- Ensure proposals adhered to and reports completed efficiently by deadlines
- Build community awareness regarding literacy and lifelong learning opportunities

Qualifications:

- Post-secondary training an asset, however, equivalent experience will be considered
- Experience in working with numerous volunteers, instructors, and program participants (birth to seniors)
- Experience in office administration, finances and computer applications
- Experience in program management, evaluation and supervision
- Must possess excellent organizational skills (enjoy multi-tasking), interpersonal and communication skills with ability to delegate and conflict resolution
- Valid driver's license and access to vehicle and criminal/vulnerable record check