

## JOB DESCRIPTION

**Job Title:** Program Officer

**Reports To:** Executive Director

**Job Location:** Saskatoon

**Job Classification:** Salary

**Supervises:** Program Assistants, Occasional  
Project Staff

**Date:** January 31, 2018

### Job Summary:

The Program Officer is responsible for delivering Saskatchewan Co-operative Association's (SCA) youth programs to engage youth in activities and development opportunities that promote and contribute to the sustainability of the co-operative model as a mechanism for community and economic development. The Program Officer manages the planning, promotion, and volunteer, financial, and human resources to assist in the delivery of our youth programs and services.

### Primary Duties and Responsibilities:

#### *Plan the Program:*

- Plan and implement the delivery of the SCA youth program and its activities in accordance with the mission and goals of the organization to achieve the successful outcome of the program.
- Promote the Saskatchewan Youth Program (SCYP), including summer camps, internships, and other programs to encourage youth to be active participants in their community and local co-operatives, and increase youth participation in the SCYP summer camps.
- Develop and manage an annual budget and operating plan to support the youth program.
- Develop and monitor the program activities, conduct annual evaluations, and recommend changes to improve and/or enhance the program as appropriate.
- Review the Policy Manual annually, providing recommendations to the Executive Director of any changes that will mitigate risk to SCYP, SCA and its staff, volunteers, and elected leaders.

#### *Organize the Program:*

- Ensure program activities operate within the policies and procedures of the organization and all relevant legislation and professional standards.
- Design and deliver program training in a variety of formats to engage youth and write/revise curriculum to address program needs.
- Communicate with participants, co-operatives, and member associations to gain community support for the program and solicit input to improve the program.
- Coordinate the delivery of services among different youth program activities to increase effectiveness and efficiency.
- Oversee the collection and maintenance of records on the participants of the program for statistical purposes according to the confidentiality/privacy policy of the organization.
- Complete, submit, and file incident reports per SCA policy.

***Staff the Program:***

- Recruit, interview and select well-qualified Program Assistants, lifeguards and volunteers.
- Ensure Program Assistants, lifeguards, and volunteers receive the appropriate level of training and supervision and have an understanding of their role and obligation to adhere to the SCA Co-op Youth Camp Policy Manual.
- Guide Program Assistants and Coordinators in the implementation of the Policy Manual.
- Revise staff manuals annually.
- Establish and implement a process for evaluating the contribution of individual volunteers.
- Along with the Executive Director, supervise Administrative Assistant.

***Advocacy of the Program:***

- Secure additional external funding and increase SCA member association sponsorship of SCYP camps and other organizational objectives.
- Develop funding proposals for the program to ensure the continuous delivery of services and promote youth internship programs.
- Work with member associations to promote youth engagement and involvement in SCYP.
- Promote volunteer opportunities, and encourage member associations to provide volunteer staff for SCYP camps and fundraising initiatives.
- Prepare periodic written reports on SCYP for Executive Director and Board of Directors.

***Other:***

- Plan, implement and manage additional youth programs as directed by the Executive Director (e.g. LevelUp, Co-operative Youth Services, etc.).
- Manages the SCA office, in the absence of the Executive Director, including supervising and directing staff, decision-making, etc.
- Administrative duties outside of camp season (e.g. ordering office supplies).
- Other duties as assigned.

**Education and Experience**

- Post-secondary education in education, social sciences, co-operatives, community development, non-profit or business management, or a related discipline is preferred
- Experience working with youth
- Combination of experience and education would be considered
- Experience with co-operatives, the SCYP, or managing youth camp programs would be considered an asset

**Core Competencies:**

- Strong written and verbal communication skills
- Excellent interpersonal and relationship building skills
- Ability to function independently and within a team environment
- Ability to work with and lead a diverse group of staff, volunteers and participants
- Excellent human resource management and deployment skills
- Exceptional analytical, organizational, and time management skills and judgment
- Ability to provide a clear routine criminal record check.

### **Technical Competencies:**

- Knowledge of the co-operative sector and the principles, values, and practices that govern co-operatives
- Familiarity with various co-operatives (i.e. credit unions, worker, housing, etc.)
- Strong report writing, curriculum and training design skills
- Excellent financial management, project, and time management skills
- Proficiency with Microsoft Office suite of products, including Access
- Valid driver's license

### **Working Conditions:**

- Works primarily in an office environment
- Will be required to attend camp periodically at Candle Lake and/or Last Mountain Lake
- Will be required to travel to conduct presentations to groups outside Saskatoon

### **What do we offer?**

This is a great position, and the program is fantastic. You'll have the opportunity to work with hundreds of wonderful and interesting people around the province, learn new skills, and put your existing skills to work.

Salary scale: \$45,000-\$55,000, depending on experience

We also have an employer matched pension plan and extended health benefits.

### **Application Procedure**

Qualified candidates should submit a **cover letter**, **resume**, and **three references** by **February 15, 2018** to:

Victoria Morris, Executive Director

Saskatchewan Co-operative Association

e-mail: [victoria.morris@sask.coop](mailto:victoria.morris@sask.coop)

*We thank all applicants, but only those selected for an interview will be contacted.*