

SAINT COLUMBA HOUSE

Transition Programs Coordinator

Location: 2365 Grand Trunk, Pointe Saint Charles, Montreal QC H3K 1M8

Hours: 30 hours per week

Schedule: Monday-Friday 12-6pm (flexible, see below)

Dates: August 27th 2018 – June 14th 2019 * renewable yearly (38 weeks, excluding December 24th – January 4th)

Salary: \$15 per hour

Task	Time / Schedule
Direct program time	Monday-Friday, 2:30-6:00pm 17.5 hours per week + 2-3 hours per month evening or weekend (family activity)
Staff Meetings	Tuesday & Thursday 1:15-2:15pm 2 hours per week
Program Prep & Planning Time	5-10 hours per week (flexible)
Health & Relationships Education Program	Tuesday and/or Wednesday 10:00-11:30am , October-May 5 hours per week (flexible)

Responsibilities

Under the supervision of the Youth and Family Programs Coordinator (YFPC), the Transition Coordinator will have the following responsibilities:

- Provide support to After School Tutors during program hours
- Support After School tutors in planning and animating activities and develop socio-emotional learning material
- Prepare Fall, Winter & Spring schedules for the high school transition program (including outings and long-term projects)
- Communicate regularly with school staff and families alongside the YFPC
- Alongside YFPM, develop and implement individualized learning plans and intervention plans as needed
- Prepare and animate a health and relationships education curriculum for students in grades five and six
- Alongside YFPM, plan and participate in family activities (one weekday evening or weekend afternoon per month)
- Alongside YFPM, implement collaborative activities with other organizations as well as project partnerships with other Saint Columba House programs
- Prepare for and actively participate in staff meetings and training sessions
- Participate in special events within Saint Columba House, local elementary schools as well as the Pointe-Saint-Charles community

Knowledge and Skills

- behavioral intervention skills
- animation and group management skills
- Experience running sexual health education programming with youth
- Experience working with children with challenging behaviours and/or socio-emotional difficulties
- Sensitivity towards children with specific needs, including learning and/or developmental delays
- Experience working with families, and understanding the impact of the family environment on child development
- organizational and time-management skills
- Capacity to manage stress, to be flexible and adaptive, to problem solve and to seek guidance when needed
- French/English
- Familiarity with the community of Pointe Saint Charles (an advantage)

Deadline to apply: July 23rd, 2018

Contact Information

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