



Recreation and Parks Association of the Yukon Program Coordinator

Job Description

This is a term position ending on March 31, 2021.

A. Scope of Work

The Program Coordinator supports and coordinates various recreation and parks programs and training events in accordance with RPAY's Strategic Plan, annual work plans, and organizational policies. The work includes planning, coordinating, leading, and/or facilitating programs, presentations, special events and/or training as well as providing support for program administration, finances, communications and evaluation. The Program Coordinator may supervise program staff and contractors if and when directed.

A key member of RPAY's team, the Program Coordinator works collaboratively with RPAY's Executive Director, staff and contractors; with Yukon Government Community Recreation/Active Living Consultants; and with partners, funding agencies, stakeholders, communities and Yukoners. In order to work closely with Yukon communities, partners and people; travel to rural communities is required.

The Program Coordinator reports to and receives direction from RPAY's Executive Director.

B. Hours of Work

This interim position is based on a 30 to 37.5-hour workweek. Work is typically conducted from Monday to Friday during regular daytime hours, but weekends and evenings may be required on occasion. Within reason, flexible work hours may be requested and negotiated.

C. Responsibilities

Program Support and/or Coordination (40%)

- Support delivery of activities related to active living and recreation leadership development as identified in the annual work plan.
- Contribute to the planning and evaluation of RPAY's core programs.
- As determined by the Executive Director, coordinate, promote, support and/or deliver RPAY's core group of programs in cooperation with other staff and contractors. Core programs include Rural Healthy Eating Active Living (RHEAL) Leaders, Recreation North Training Program, Annual Recreation Gathering, Spring Aquatics Workshop, Active Yukon Schools and After Schools, Winter Active for Life (WAFL), Active Living (e.g. Nordic/Walking).

- Contribute to policies and procedures guiding program delivery.

Promotion and Communications (20%)

- Promote RPAY and the benefits of recreation, parks and an active lifestyle.
- Promote RPAY's programs and services through social media, e-blasts, special events, health fairs, presentations, ad campaigns, etc.
- Contribute to the preparation of bi-annual Active Yukon Schools newsletters.
- Support communications through website blogs, social media schedule, etc.
- Receive and fulfill requests for information from general public, stakeholders, partners and communities.

Leadership (20%)

- Support implementation of activities identified in the Yukon Recreation Training Plan and annual work plans.

Financial (10%)

- Track and monitor related program expenditures.
- Process invoices related to program expenditures.
- Assist the Executive Director in the preparation of financial reports and records required by funders within preset deadlines.
- Prepare program budgets, work plans and reports as assigned by the Executive Director.

Administrative (10%)

- Develop an annual work schedule showing the activities and tasks that will contribute towards the fulfillment of RPAY's annual work plan. Implement the work schedule with approval of the Executive Director.
- Manage membership and interest group databases.
- Participate in RPAY staff meetings, planning sessions, annual training, and events.
- Ensure program activity reports are made in a timely manner.
- Provide support to the Planning and Evaluation Consultant for program reporting and evaluation.

Please Note: As RPAY is a non-profit organization reliant on external funding sources, other duties related to the position may be required from time to time and will be delegated by the Executive Director.