



Box 20193, RPO Towne Centre
Kelowna, BC V1Y 9H2
Administration: 778-478-7774
24-hour Line: 250-763-1040
kelownawomensshelter.ca

Education & Prevention Program Coordinator

Position:	2 Positions available <ol style="list-style-type: none">1. Regular FT and2. Regular FT, Seasonal: Oct.1-May 31 (typically based on the school year, start and end dates subject to change)
Job Title:	Education & Prevention Program Coordinator
Location:	Kelowna
Hours of Work:	8:30 am to 4:30 pm; 37.5 hrs/wk
Shift Schedule:	Monday to Friday
Salary Range:	\$28.39 to \$33.06/hr

The Central Okanagan Emergency Shelter Society (COESS), operating as Kelowna Women's Shelter (KWS) since 1980, provides a range of services and programs, with a focus on the prevention of intimate partner violence and support services for women and children, during and following an abuse crisis.

Located in the heart of the Okanagan Valley, the Kelowna Women's Shelter is growing as an organization. We are currently seeking two Education & Prevention Program Coordinators. One position is full time, year-round. The second position is full time, seasonal.

SUMMARY

The Education and Prevention Program Coordinator is responsible for the development and delivery of educational and public awareness programs in the community and school system (including the Inside Out Violence Prevention Program for Youth), designed to increase understanding of and sensitivity to domestic abuse and healthy relationships. Responsible for all aspects of program planning, development, implementation and overseeing the day-to-day operational and educational awareness programs. The coordinator speaks publicly on behalf of Kelowna Women's Shelter describing the organization's programs, philosophy and provides domestic abuse awareness training to community partners.

POSITION REQUIREMENTS

This position requires:

- In-depth knowledge of the causes and effects of domestic abuse and related safety issues.
- Demonstrated experience in training and group facilitation required.

- Proven effective public speaking and presentation skills.
- Ability to successfully deliver sensitive content to a youth audience.
- Ability to establish and maintain positive community partnerships.
- The ability to provide program/educational services in a respectful, empathetic, and client-centered manner while maintaining appropriate personal and professional boundaries.
- The ability to work independently and in a self-directing manner as well as the ability to work in a cooperative and collaborative manner with other Shelter staff, and community agencies.
- The ability to maintain necessary records and documentation, and to engage in the evaluation of the program and services.
- Valid BC Driver's License, and criminal record check.
- A diploma in a related human/social service field, and three years recent related experience or an equivalent combination of education, training, and experience.

POSITION DUTIES

Plans and develops programs/community education in consultation with the supervisor. Plans and implements program activities and special events.

Oversees the day-to day operation of the programs/community education by ensuring that the necessary facilities and equipment are in place, program guidelines and policies are adhered to, and program standards and licensing requirement are met.

Research other violence prevention programs, determine what strategies, methods, materials, and formats are linked to program success, and make curriculum and program changes as necessary.

Maintains a familiarity with current youth issues and programs, and school district and community agency goals and objectives in order to ensure program relevancy and efficacy.

Develops and maintains positive relationships with schools and community agencies in order to promote the programs, secure bookings, and facilitate delivery.

Provides presentations, and participates in public awareness activities, about the programs, and issues related to domestic abuse, healthy and unhealthy relationships, and choices.

Monitors program expenditures and maintains financial records in accordance with established procedures. Provides input to the supervisor in the preparation of the program budget.

Collects and compiles program statistical information and evaluation data. Submits reports and evaluates programs in partnership with the supervisor.

Attends, and participates in, staff and other meetings.

Attends, and participates in, training/certification programs as required.

Performs other related duties as required.

This position requires Union membership. Full benefits are available upon successfully completing the required probationary period.

If you are interested in applying for this position, please email resume and cover letter to: careers@kelownawomensshelter.ca This posting will remain open until a suitable candidate is found.

We thank all those who express interest in this opportunity however only those short-listed will be contacted.