



READY TO RENT BC
#101 – 2860 Quadra Street
Victoria, BC
V8T 4E7
www.readytorentbc.net

EMPLOYMENT OPPORTUNITY

POSITION TITLE:	Program Coordinator and Facilitator
TERM:	Full time
Hours:	37.5 hours per week between 8:30 and – 9:00 pm as required to meet the operational needs of the Program
Salary (contract):	Salary and Benefits to be negotiated
Probationary period:	6 months.
Reports to:	Executive Director

Ready to Rent BC is a non-profit society that delivers a 12 hour educational program for persons who are at risk of homelessness and have difficulty finding and maintaining appropriate housing. In addition to delivering the program to individuals interested in improving their housing situation, the society also works in partnership with other agencies to deliver the R2R program to their clients. .

Ready to Rent BC currently employs an Executive Director and Program Coordinator plus contract staff as required to deliver the our program across the Capital Regional District and up-island.

POSITION PURPOSE: Under the general supervision of the Executive Director, this position is responsible for the coordination and delivery of the R2R program in the Capital Region and possibly other parts of the province. This includes recruitment of participants, scheduling speakers, staff and location logistics.

KEY DUTIES AND RESPONSIBILITIES:

- Recruit new participants through contact with community partners and housing agencies
- Deliver Ready to Rent classes using the R2R curriculum
- Organize program sessions, including child minding services, speakers, locations and materials required to deliver the program
- Monitor program budgets and expenses

- Collect and analyze data as required.
- Prepare reports for the Board of directors and funding agencies
- Train and certify other facilitators as needed
- Provide support and management of contract workers and volunteers involved in the delivery of the Program Sessions.
- Perform other related duties.

SKILLS AND ABILITIES:

- Ability to work with a wide diversity of families and individuals, especially with vulnerable populations and act in a culturally sensitive manner
- Ability to prepare and deliver appropriate, clear and concise communications, to a range of stakeholders, including housing and service providers and participants being serviced by this program
- Able to act as a team leader and motivate support workers in the day to day operation of the program
- Demonstrate effectiveness in planning, organizing, financial management and decision making in the workplace
- Demonstrate ability to deal with difficult situations with diplomacy and tact and an understanding of the Freedom of Information and Privacy Acts as well as the Residential Tenancy Act

QUALIFICATIONS:

- Degree in Education, Community Development, Social Work , Child and Youth Studies, or a diploma in a related field and relevant experience.
- A vehicle is necessary for this position and local travel is expected.

If you have any questions or require additional information, please contact Colleen Kasting, Director Ready to Rent BC at ckasting@telus.net

Deadline date for applications:

4:00 pm Monday, June 24, 2013.

ckasting@telus.net

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