Position Title
Program Manager

Job Description
Program Manager

Reporting To
Executive Director

Position Summary
The Program Manager is responsible for the implementation, management, supervision and evaluation of all the Families First programs. This position, in consultation with the Executive Director and the program facilitators, participates in strategic planning which involves creating and maintaining community partnerships, finding space for programs and determining the availability of facilitators and children's programmers. The Manager will facilitate or co-facilitate parent education programs in as needed. He/She works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

Duties and Responsibilities
- In conjunction with program staff, determines annual program schedule and staffs it accordingly
- Supervise and mentor existing program facilitators
- Be aware of current needs and trends in Sturgeon County & Fort Saskatchewan communities, with respect to programming for young children and their families
- Ensure adequate and qualified staff to carry out the program activities
- Organize and attend meetings to maintain effective communication with other agencies and staff members of our programs and organization
- When needed, facilitate or co-facilitate Parent Education programs in Sturgeon County and/or Fort Saskatchewan
- Attend training as required
- Work with the Scheduler and Supervisor of Children's Programmers
- Work with the Data and Systems Manager to compile, maintain and report on the monthly, quarterly and annual program statistics

Program Delivery
- Responsible for the management and supervision of programs in accordance with the organization
- Analyze trends in the program, identify issues, develop and recommend solutions to the Executive Director
- Manage, supervise and evaluate all activities related to the programs
- Support program staff as they implement programs according to the outcomes set out by funders and agency

Qualifications
- Degree/diploma or equivalent work experience in human services, social work, health care, education or child and youth care
- Strong problem solving and leadership skills
- Ability to develop and maintain good relationships with support networks, outside agencies and community resources
- Strong interpersonal, communication and organizational skills
- Ability to interact with people of all ages and cultural backgrounds
- Ability to work independently and as part of a team
- Sound computer skills
- Effective oral and written communication skills
- Must have a valid full Class 5 driver's license and a reliable vehicle
- Ability to drive to surrounding areas (Bon Accord, Gibbons, Redwater, Legal, Morinville)
- Must have previous program facilitation experience
- Must be trained (or willing to train) in the parent education programs asked to deliver
- First Aid and CPR training is an asset
- Must be able to work evenings and weekends as needed
- Current clear criminal record check and intervention records check
- strong understanding of and demonstrated commitment to Families First values and programs

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To apply, please submit your resume and cover letter to:
Lorella Julien, Director of Human Resources @ lorellaj@familiesfirstsociety.ca