



ARROWSMITH COMMUNITY JUSTICE SOCIETY

Support Staff & Employees

Revised: 1 May 2021
Reviewed 10 Aug 2021

PROGRAM COORDINATOR LETTER OF EMPLOYMENT

Between:

NAME OF EMPLOYEE

AND

Arrowsmith Community Justice Society

1. This agreement becomes effective **May 1 2021**.
2. Employment as per attached job description.
3. The employee will work twenty (20) hours per week on a flexible work schedule. Any time over the twenty (20) hours needs approval by the Board chairperson or designate.
4. 6% vacation pay will be given as 3 weeks of paid vacation calculated as \$500 per week.
5. Nonpaid time off may be taken at times agreeable to the parties, with reasonable notice given to the Board Chairperson or designate. (Reasonable to be determined by length of time requested).
6. Contract terms are as follows:
 - a. The hourly rate is \$26.00. Deductions will be made for Canada Pension Plan (CPP) Employment Insurance (EI) and Income tax. CPP will be matched & EI will be 1.4 times by employer as per Canadian Revenue Agency (CRA) requirements.
 - b. Evening work may be required. No work is expected on Statutory Holidays or weekends.
 - c. The employee is responsible to the ACJS Board of Directors. When/where necessary (i.e. emerging issues), the Contractor will communicate with the Board of Directors through the board appointed chair or designate.
 - d. This agreement may be reviewed by mutual agreement.
 - e. With sixty (60) days written notice either party may terminate this agreement.
 - f. An evaluation of services provided shall take place between the parties as required.

Program Coordinator

Job Description

The Program Coordinator is responsible for implementing the program in compliance with the Arrowsmith Community Justice Society's (ACJS) Policy, Code of Ethics and Mission Statement, ensuring that their goals, objectives and values are met. These responsibilities will involve case management, volunteer management, administrative responsibilities, board affiliation and public relations as outlined below.

The Program Coordinator is responsible to the Board of Directors, the volunteers, the referral agents, all parties involved in the conference process, and the community.

CASE MANAGEMENT:

1. Receives and assesses referrals for criteria and approval
2. Liaises with referral agent(s) (RCMP, SD69 & community member)
3. Assigns conference team
 - a) Prepares all relevant information for conference team to review
 - b) Liaises with team throughout process and assist with arrangement as requested
 - c) Assists team in setting up agencies for restitution and/or community service hours
 - d) Monitors case status and completion
 - e) Provides packages with necessary documentation for the team
4. Attends conference as required
5. Arranges to have conference team debriefed
6. Clerical
 - a) Ensures the record keeping is completed
 - b) Records data regarding completed case files

VOLUNTEER MANAGEMENT:

1. All volunteers report directly to the Program Coordinator

(NEW VOLUNTEERS)

1. Contributes to volunteer recruitment and selection which will include assisting with:
 - a) Application assessments, reference check and security clearance
 - b) The selection process
 - c) The training process

(EXISTING VOLUNTEERS)

1. Disseminates case information
2. Responds to concerns and provides general support
3. Attends volunteer meetings and training sessions
4. Assesses & evaluates volunteer performance. Where applicable, arranges for training to assist them with any concerns
5. Maintains personnel records for each volunteer including security check, meeting attendance, training received and case involvement.

ADMINISTRATION:

1. Liaises with RCMP as within "E" Division mandate
2. Maintains the integrity and confidentiality of the program
3. Locates placement for community service for restitution purposes
4. Liaises with community resources as required
5. Maintains a library of resource material

BOARD RELATIONSHIP:

1. Attends and participates in meetings
2. Provides monthly report of program activities
3. Liaises with committees as directed/requested
4. Manages petty cash and reports to Treasurer
5. Carries out new initiatives as directed

PUBLIC RELATIONS:

1. Liaises with public relations committee
 - a) Attends speaking engagements as requested
 - b) Responds to general inquiries from public

PROFESSIONAL DEVELOPMENT:

1. Attends professional development programs as mutually agreed upon with the Board

JOB EVALUATION:

1. Will be reviewed as required