



msvusu

THE MANAGEMENT POSITION OF PROGRAMMING MANAGER FOUNTAIN PLAYCENTRE

THE ROLE OF THE PROGRAMMING MANAGER

The Fountain Playcentre Programming manager works alongside the Operations Manager to execute the day to day operations of the Students' Union Fountain Play Centre Child Care Services. This includes the supervision and scheduling of volunteers, volunteer recruitment, accounts payable and receivables, event and activity planning and organization, purchasing & the general maintenance and standards of the Fountain Play Centre.

DETAILS

The Fountain Playcentre Managers are active student leaders who work to create an inviting and safe environment for the children of Mount students who are enrolled.

REQUIREMENTS/QUALIFICATIONS

- Be enrolled in at least one class each semester (Fall & Winter)
- Have a GPA of no less than 2.0
- Be a mature individual
- Child care and service experience and knowledge an asset
- Good Customer Service Skills
- Be Non-Judgmental, understand the importance of confidentiality, be empathic and objective
- Supervision skills
- Creative and innovative
- Passionate and committed

INCOMING TRANSITION

- Understanding all operational policies and centre structure regarding the Fountain Playcentre
- Become familiar with all centre emergency protocols
- Participate in job shadowing
- Attend any ongoing meetings
- Work with the FPC Operation manager to ensure a thorough understanding of the services is achieved.

RESPONSIBILITIES AND DUTIES

The Fountain Playcentre Programming Manager will share various roles and responsibilities with the Operations Manager to oversee the effective operation, execution and accountability of service of the Fountain Playcentre. These responsibilities include, but are not limited to:

- Format Programming for each semester and organize weekly programming activities
- Arrange CPR/First Aid Training for Volunteers
- Connect with MSVU Departments for Programming opportunities and booking activity space
- Maintain enrolment profiles
- Maintain Scholastic Book Orders
- Oversee Parents Newsletter
- Oversee Volunteer Newsletter
- Volunteer of the month promotion
- Volunteer Recruitment, Training, Retention and Supervision
- Volunteer Reference Checks
- Volunteer Orientation Booklet/Information Packs
- Volunteer Contact List
- Open Houses
- Centre Promotion & Advertisement
- Organization of annual Kid's Carnival
- Supply Purchasing
- Upkeep & General Maintenance of the Fountain Play Centre