



PROGRAM COORDINATOR PERMANENT FULL-TIME POSITION

Gilda's Club Simcoe Muskoka (Gilda's Club) is a welcoming, home-like, non-residential community of *free* support for those living with cancer -- men, women, teens and children – *along with their families and friends*, whatever the outcome.

Position Summary:

Reporting to the Program Director, the Program Coordinator is responsible for the coordination and management of the related day-to-day operations of Gilda's Club high quality program congruent with the established mission, philosophy, policies and guidelines.

Duties and Responsibilities:

- Oversees the development, production and distribution of Gilda's Club monthly Program Calendar.
- Assists in the recruitment, training, scheduling and evaluation of Subject Material Experts.
- Is responsible for the high quality consistency and management of program materials.
- Participates in the introduction to and supports the ongoing involvement of Gilda's Club members in all program components.
- Facilitates support and networking groups as required.
- Contributes to ongoing outreach to the community to bring awareness to and build supportive partnerships with Gilda's Club.
- Aids in the training of and supports the role of volunteers within the Gilda's Club community.

Education/Experience:

- A professional graduate degree in Social Work, Psychology or a related field and current registration with a Canadian professional regulatory body.
- A minimum of 3 years of professional experience including clinical work plus program coordination and administration, ideally in a not-for-profit environment.
- Experience will be considered in concert with education.

If you have a passion for building a community of social and emotional support for those living with cancer, please forward in confidence a letter of introduction complete with compensation expectations and a current resume to:

Program Director
Gilda's Club Simcoe Muskoka
93 Bell Farm Rd
Suite 120, Lower Level
Barrie, ON L4M 5G1
Email: joinourteam@gildasclubbarrie.org

Application deadline: **March 19th, 2010**

We thank all applicants for their interest in Gilda's Club Simcoe Muskoka but regret that only those selected for an interview will be contacted.