

Job Description

BGC Dovercourt is looking for a **Support Coordinator (Nutrition Program)**!

BGC Dovercourt is a not-for-profit organization that provides after school, summer and March break programs for over 1,000 children and youth at two locations in Toronto's west end. The mission of the Club is to provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

Position Summary: The support coordinator (Nutrition Program) manages and implements programs relating to nutrition, they are responsible to coordinate our snack program, menu planning, food handling as well as managing resources, staff, and volunteers related to these program.

Role Description

Position: Support Coordinator (Nutrition Program)

Start Date: Immediately

Reports to: Operations Manager

Hours: Part time - Approx. 20-25 hours per week, between operating hours of 9 am-1:00pm (Monday to Friday) and Full time hours during the summer programs.

*availability of 5 days per week is mandatory**

As the **Support Coordinator (Nutrition Program)** you will:

- Manage the logistics and implementation of our ASSP (After School Snack Program), ensuring adequate food supply, proper storage, and efficient distribution.
- Directly responsible for ensuring the Club has enough snacks to provide for daily After School and summer programs.
- Assist senior management with research and coordination of annual events and drives, such as: Club's Snack Program, summer camp programs, Christmas Hamper Program, Harvest Festival, St. Patrick's Day Parade etc.
- Contact and work with local businesses to garner donations.
- Develop community partnerships which will facilitate the donation process and create new event opportunities.
- Respond to inquiries from the public and from various stakeholders in regards to projects.
- Perform additional duties as assigned.

Qualifications & Skills:

- Graduate of, or currently enrolled with a post-secondary education background in Nutrition, culinary, hospitality education or related program.
- Strong written and verbal communication and interpersonal skills.
- Experience working with children and youth in educational, recreational or summer camp settings.
- Ability to work independently and collaboratively as part of a team
- Proficiency with Microsoft Office, with a focus on Excel
- Strong analytical skills and keen attention to detail.
- Experience in community program coordination or equivalent is a plus.
- Proven skills to interact effectively with volunteers in order to direct work flow, assess performance and assign duties.
- Ability to assign and delegate work, problem solve, answer questions and evaluate results of performance.
- Clear Vulnerable Sector Criminal Reference Check. **(mandatory)**

We thank all candidates for their interest; however only those under consideration will be contacted.

Interested applicants, should submit a cover letter and resume ASAP.

Subject: Support Coordinator (Nutrition Program)

Email: careers@bgcdovercourt.com

BGC Dovercourt is committed to employment equity. We thank all applicants, however, only those considered for an interview will be contacted. We welcome and encourage applications from people with disabilities. We are committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. Accommodations are available throughout the recruitment process and applicants with a disability may request to be accommodated throughout the recruitment process. We will work with all applicants to accommodate their individual accessibility needs.