



<b>FRONTIER SCHOOL DIVISION POSITION DESCRIPTION</b>
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<b>JOB TITLE</b>	Evening Programmer
<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>	Career Studies
<b>LOCATION</b>	Division Office
<b>REPORTS TO</b>	Work Education Coordinator
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three months
<b>EFFECTIVE DATE</b>	

**POSITION SUMMARY**

Under the direction of the Work Education Coordinator, the incumbent assists with evening activities for the Work Education program. The incumbent will provide support to the Work Education Coordinator in the areas of coordinating evening activities. The incumbent will be expected to work with minimal supervision in coordinating the various evening activities to meet the needs of the individual programs. The incumbent works cooperatively with teachers to ensure safety and behaviour of students.

**QUALIFICATIONS**

Education

- Grade 12
- One year post secondary training at certification level (e.g. Youth Care Worker, Recreation).
- Valid Manitoba Class 4 driver’s license.

Experience

- One year experience in a student services program area (i.e. recreation and activity planning).

Knowledge, Skills and Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Ability to exercise initiative and judgment in determining proper behaviour.
- Ability to work with limited direction and supervision.
- Ability to understand student issues and how it can influence behaviour.
- Ability to develop and maintain effective contact and communications with students and teachers.

**DUTIES AND RESPONSIBILITIES**

- Assists with the monitoring of students during the Work Education Sessions.

- Maintains contact with the Work Education Coordinator when problems arise in the Work Experience evening activities.
- Assists in the coordination of evening activities.
- Assists in student's understanding of transportation schedules (i.e. Transit Routes).

Performs other duties as assigned.

**CONTACTS**

Program Coordinator  
 Student Advisor  
 Students

**WORKING CONDITIONS**

Travel within Winnipeg.  
 Overnight supervision may be required.  
 Position is Casual – only required when students are in session in Winnipeg.  
 Evening and weekend work required.  
 This position works the school year.

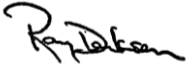

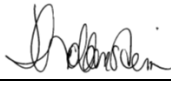
**PHYSICAL AND VISUAL REQUIREMENTS**

Physically capable of performing all the duties of the position.  
 Ability to lift 20kg

**EQUIPMENT USED**

General office equipment  
 Personal computer and a variety of software packages  
 Division fleet vehicles

**APPROVED**

	March 9, 2012
Signature, Chief Superintendent	Date
	March 9, 2012
Signature, Secretary-Treasurer	Date
	March 9, 2012
Signature, Human Resources Coordinator	Date