



## **LEGO Alternative Program Director**

**Lakeshore School Division invites applications for a .85 term program director from September 2019 until May 2020 with possibility of extension.**

### **DESCRIPTION:**

The LEGO (Lakeshore Educational Growth Opportunities) program is an alternative education program for youth who are facing employment barriers. Two groups of participants from rural areas spend eleven weeks each doing a combination of classroom pre-employment sessions and exploring career opportunities in Winnipeg and their home communities. After completion of the program, participants are expected to enter the work force or continue with their educational pursuits.

The program director is responsible for a variety of tasks that range from financial reporting and setting policy to participant recruitment and classroom sessions. The program director will report to the School Division, Employment and Social Development Canada, and Manitoba Education. The program director will also co-ordinate with schools, co-operating employers, First Nations communities, program staff and participants to ensure that the program is meeting its objectives.

**Salary: As per Lakeshore Teacher Society collective agreement or experience.**

### **Requirements:**

Applicants who hold a master's degree or higher in a relevant field of study will be given a preference. The successful applicant will have a demonstrated track record of working with youth in alternative settings. Applicants should also be able to demonstrate strong interpersonal, problem solving, organizational and communication skills. A passion for equipping young adults with the skills that they need to gain employment and live independently is also a requirement for the position.

### **Location:**

Flexible/home office, Camp Assiniboia, various worksite locations in Winnipeg, and Interlake.

**Primary Functions**

- Recruitment and vetting of staff members for the program.
- Recruitment and vetting of program participants.
- Organizing and overseeing classroom pre-employment sessions.
- Setting up work placements with co-operating employers.
- Organizing and supervising a two-week international work experience component.
- Collaborating with Employment and Social Development Canada (ESDC) to meet their funding guidelines.
- Engaging with schools and communities to build and maintain partnerships.
- Creating policy and supporting documents.
- Compiling and analyzing data.
- Overseeing program finances and ensuring budgetary goals are met.
- Ensuring that program objectives are achieved.
- Creating fiscal and written progress reports for the School Board and ESDC.
- Mentoring and evaluating program staff.
- Organizing transportation and lodging.
- Emergency participant support.
- Conflict mediation.
- Mentoring and establishing relationships with Lakeshore students.

**APPLICATION PROCEDURE:**

In your application, please submit a current resume and cover letter describing your qualifications and experiences and the names of three references to:

**Donald Nikkel**  
**Superintendent of HR**  
**Box 100 Eriksdale, MB R0C 0W0**  
**Phone: (204) 739-2101**  
**Email: [nikkeld@lakeshoresd.mb.ca](mailto:nikkeld@lakeshoresd.mb.ca)**

**APPLICATION DEADLINE: Monday June 17<sup>th</sup>, 2019 at 2:00 p.m.**

We thank all who applied for their interest, but only those selected for the next step will be contacted. Lakeshore School Division may contact former employers.

*Successful candidates must complete a Criminal Record and Child Abuse Registry check prior to commencing employment.*