

2.0. Human Resources

2.B. Position Descriptions

LEGO PROGRAM CO-ORDINATOR

Policy Reference: EL-1.2

The LEGO (Lakeshore Educational Growth Opportunities) program is an alternative educational program that links at risk youth to employment opportunities in the Winnipeg area. Groups of 8 students will stay in Winnipeg for several weeks gaining on the job work experience.

Responsibilities:

- Assisting with recruitment and vetting of participants.
- Organizing and implementing two, two week sessions of Employability Skills through Work Experience in the Winnipeg area.
- Organizing and implementing two, six week Work Experience sessions in the Winnipeg area.
- Transporting participants to their Work Experience placements.
- Mentoring participants on a day to day basis while they are at their Work Experience placements.
- Communicating with employers on a day to day basis.
- Ensuring that program goals are met and gathering data.
- Mentoring participants towards independent living through role modeling while staying at the same camp facility.
- Providing the site supervisor with support during off hours.