

- h) Facilitating the registration process on behalf of the Registrar by: maintaining the available online registration system, responding to parent or participant inquiries, collecting and checking student registration in the College database; liaising with school groups and community campuses and partners, in order to monitor and update enrollment data, maintaining student wait lists when required;
- i) Maintaining a database system to monitor third party programs for cost-recovery status, third-party billing and internal accounts receivable and for reporting to funders;
- j) Providing orientation and support for itinerant and casual instructors, as well as camp, workshop, and club facilitators including: event technology/AV use orientation; supplies; outlining procedures for accessing support services like printing, purchasing, access to Division and College policies and procedures; preparing appropriate administrative paperwork (folders) for delivery such as rosters, security information and other event specific required documentation;
- k) Providing students and public with access to program information, such as of the content of clubs, workshop, and camp events;
- l) Track metrics as appropriate for all outreach activities reporting them back to the Department Head
- m) Maintaining security of office area and records: exams, student records and appeals, evaluation and financial data, and other confidential information.

Approximate percentage of job time above functions are performed: 80%

2. Other Principal Activities, in order of importance (describing for each what, why and how, and approximate percentage of job time required, rounded off to the nearest 5%);

This position also provides support to the CID Division by:

- a) Monitoring overall program budget status by: assisting with research and budget estimates for proposals; initiating new coding, and processing accounts payables and receivables; Organizing and/or attending meetings.
- b) Conducting preliminary research for curriculum course information and reference materials, collecting and assembling program information for the purpose of program marketing and advertising in media; developing informational booklets and brochures for circulation to media, public, local trade/business fairs; based on that information developing handbooks for orientation of public, staff, registered and potential students;
- c) Tracking attendees;

Approximate percentage of job time above functions are performed: 15%

3. Examples of Additional Activities which may be performed:

- a) Attending departmental meetings, special events, teleconferences, workshops and seminars as required;
- b) Providing coverage for the other support positions within the department, as required;
- c) attending promotional or community events as community engagement
- d) Contributing to the College as a whole through participation on College committees and at general meetings.

Approximate percentage of job time above functions are performed: 5%

4. **Approximately how long will it take for a fully qualified employee from outside the work unit to reach the full working level of the position:**

Approximately twelve (12) months.

B. Problem-solving and decision-making

1. a) **List any sections of Acts, Regulations, and Policies or Procedures the incumbent must be fully familiar with in order to perform the position's functions:**

Yukon College Policy and Procedures Manual; Student Regulations; Academic Regulations; Canada Copyright Act; Yukon College Calendar; funding bodies (such as ACTUA and others)

- b) **Is the position responsible for interpreting, administering, or enforcing any of the above? If yes, explain.**

Yes, interpreting policies and procedures for other staff and administering the correct policy and procedures.

2. a) **Describe the kinds of recommendations the incumbent is regularly required to make and to whom:**

Supervisor – changes to office procedures and general administrative procedures, and College policy matters.

- b) **Who normally makes the final decisions with respect to those recommendations?**

Supervisor or Director

3. a) **Describe the kinds of final decisions regularly made for which the incumbent is held accountable.**

- Day to day priorities;
- Information provided to students and members of the public;
- Advice provided to Instructors/content facilitators;
- Purchases within delegated amount 2500.

- b) **What is the direct impact of those decisions?**

Decisions impact on the commitment of funds, on course delivery, on client satisfaction and on record keeping.

C. Freedom to Act

1. **Describe the way in which this position receives direction:**

From supervisor, although incumbent must demonstrate independence on day-to-day workload including setting priorities.

2. What legislation, regulations, procedures, or established practices guide, constrain, or limit the activities of this position? B1 (a)

3. How is the work of the position normally checked or evaluated?

Through formal evaluations and regular feedback by supervisor; and daily feedback from dean, instructors, colleagues, students, client groups and public.

4. What types of decisions are normally referred to the supervisor? (Give examples)

Expenditures beyond delegated limits; unprecedented changes to work procedures; work priority or human resource conflicts beyond authority; unusual queries from students or public.

D. Financial Accountability

1. a) Annual Budget (for unit under the direct control of the position): N/A

Fiscal year:	\$
Annual payroll:	\$
O/M Budget (excluding payroll):	\$
Capital Budget (excluding payroll):	\$
Revenues:	\$
Recoveries:	\$

b) Who prepares this budget? N/A

c) What is this position's accountability for budget once allotted?

Delegated signing authority.

d) Does position have authority/ability to reallocate resources? No.

e) Signing authority levels:

Cost centre level \$1000 for division administration and programs

2. Other expenditures or revenues influenced by this position and how.

Performance of duties associated with this position will directly affect the financial viability of cost recovery activities.

Responsible for assistance with orderly storage and monitoring of third party funding contracts to ensure timely accounts payable and receivable completion.

E. Management Supervision of Human Resources

 1. No direct supervisory duties.

 X 2. Supervisory duties.

a) Number of positions supervised directly: Permanent
 Aux/Casual 6-12

b) Nature of supervision: (check any of the following supervisory tasks that are to be performed on a regular basis):

- x a) show colleagues how to do tasks
- x b) train other employees in work procedures
- x c) assign work and review for quality/quantity
- x d) establish work priorities and schedules
- x e) change duties and responsibilities
- x f) participate with supervisor in employees' performance evaluations, or formally appraise employees' work performance and discuss appraisal with them, making a final recommendation to advance or withhold merit increments
- x g) recommend appointment or rejection upon completion of probationary period
- x h) interview employees with attendance or performance problems
- i) act as first formal step in the grievance procedure
- x j) interview candidates for vacant positions in the unit
- x k) give opinion to supervisor on selection of new employees, or make final decision on selection of new employees
- l) other (describe)

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
1. Supervisor	Work assignment	Daily
2. Colleagues	Exchange information and advise	Daily
3. Students/public	Program Information	Daily
4. Instructors/facilitators	program delivery	Daily
5. Deans/Chairs	Exchange information and advise	as required
6. Resource Centre	AV needs	as needed
7. Sponsoring agencies	Exchange Information & reports	as required

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Percentage of Time</u>
Computer/technology	Word processing/spreadsheets	70%
Telephone	Communications	10%
Photocopiers (various)	Reproduction	10%
Modem/fax	Communications	1%
Scanner	Reproduction	1%
Calculators	Computations	1%
AV equipment	Courses	2%

H. Working Conditions

Describe any adverse conditions that are normal and expected in the job.

a) Describe weights lifted:

<u>Type</u>	<u>How Heavy</u>	<u>Percentage of time</u>
Course equipment or material	up to 25 kg	10 %

b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?

<u>Type</u>	<u>Percentage of time</u>
Sitting	50%
Standing/walking	25%
Lifting	20%

c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
VDT	70% of the time
WHMIS (working with science program supplies)	5%

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
Working at keyboard and repetitive movements	60% of the time

e) Interpersonal Conditions: Check any of the following conditions, which are normal and expected in the job and give examples:

- high level of dissatisfied clients
- high level of emotional clients
- potential physical abuse from clients
- regular critical deadlines
- high level of irregular critical deadlines
- constant interruptions
- instructions from more than one source
- students or staff under work related stress
- other

-e.g., provides services to many stakeholders, constant interruptions for program information to public/employees/students, regular event and financial deadlines.

f) Travel Required

- a) average number of trips annually – 6-8
- b) average number of days per trip – approximately 3-5 days
- c) average distance per trip – 500km
- d) most frequent mode of transportation – motor vehicle

I. Organization Chart

- Complete portion above dashed line whether the position supervises or not.
- Complete portion below dashed line if this position supervises others.

IMMEDIATE SUPERVISOR'S POSITION

Title: Department Head
Classification: Level BU11

PEER POSITIONS: (all those reporting to the same immediate supervisor)

Title: Coordinator, CE
Classification: BU06

Title: Instructor/Coordinator TIOW (X2)
Classification: BU09

Title: Administrative Assistant
Classification: BU05

Title: Coordinator First Nation and Community STEM
Classification: BU07

SUBJECT POSITION TITLE: Coordinator, Youth Programs

SUBORDINATE POSITIONS:

Title: Camp Coordinator
Classification Level: STEP
student
No. of Employees: 8-12

Title:
Classification Level:
No. of Employees:

Title:
Classification Level:
No. of Employees:

PART III – SIGNATURES

I confirm that this describes the duties and responsibilities I require of an incumbent in this position and have reviewed the description with the incumbent (where applicable).

I have read the foregoing position description and understand that it is a general description of the duties assigned to the position that I occupy.

.....
Immediate Supervisor

.....
Incumbent

.....
Date

.....
Date

.....
Dean/Director or Designate

.....
Date

PART IV - QUALIFICATIONS

To be completed by the Dean/Director or designate

A. Minimum Knowledge, Skills and Abilities Required

- An aptitude for computer science, technology, engineering, science, tinkering, building and design
- Experience working in a cross-cultural environment, specifically First Nations
- Experience working with a wide range of youth in educational activities and or recreational settings
- Able to design and deliver programs to youth in urban environments and in remote locations
- Able to inspire passion and commitment of team members;
- Excellent listening and problem-solving skills
- Excellent written and oral communication skills;
- Knowledge of social media
- Excellent word processing knowledge and skills;
- Proficiency in Microsoft Word, and Excel
- Strong ability to analyze & solve problems systematically
- Strong project management and organizational skills
- Excellent customer service and interpersonal skills
- Sensitivity to cross-cultural and gender issues
- Awareness of systems and behaviors ensuring confidentiality and discretion in interpersonal dealings with students and student records
- Understanding of process for planning and facilitating the delivery of camps, clubs, workshops, conferences or related activities.
- Knowledge of instructional presentation technologies, devices, and supports
- Able to drive a 20ft Mobile Training vehicle (3/4 ton van) in city, rural

B. Licenses, Certificates Required - Give title and section of any legislation, regulations, or other authority where applicable.

Valid Class 5 drivers license

Have a Bachelor’s degree in a STEM, and/or Education

C. Other skills and/or knowledge which may be desirable, but not necessarily essential to the performance of the position’s duties.

Coordinating and supporting community delivery of programs and courses remotely;

Project management and/or coordination experience

PART V – COLLEGE SIGNOFF

Comments:

I approve this position description as being representative of the work I require to be performed and that the responsibility levels identified have been delegated to this position.

.....

.....
Signature - Director, Human Resources

.....
Signature - Yukon College President

Date:

Date:

.....

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results:	
Knowledge and Skills	_____
Accountability	_____
Mental Demands	_____
Working Conditions	_____
Total Points:	_____
Pay Level:	_____