



GENERAL INFORMATION	
Job Title:	Community & Family Events Coordinator
Department:	Programming
Date of Job Description:	July 2026
Job Reports To:	Program Manager

JOB DESCRIPTION SUMMARY
Under the supervision of the Program Manager, the Community & Family Events Coordinator is responsible for the development, implementation and evaluating of all community events. The Coordinator is also tasked with the supervision of event staff and volunteers who provide programming services during Community Events that meet the needs of the community.

CORE RESPONSIBILITIES AND DUTIES	
Core Responsibilities	Duties
Event Coordination and Delivery	- Develop, implement, and evaluate all KYC Community Events. - Gathers feedback to gauge if Community Events are meeting the needs of the community. - Ensures programs are inclusive, accessible, and responsive to varying participant abilities and needs. - Independently designs events while collaborating with the Programming Team and Program Managers for new ideas, review, and approval.
Staff and Volunteer Supervision and Leadership	- Carries out supervisory responsibilities for on-call event staff and volunteers, including scheduling, training, and clear instructions directing specific work during events. - Ensures adequate staffing resources are available to cover Community Events.
Administration and Program Operations	- Maintains accurate program records, attendance, and participant information using the organizational systems. - Process program registrations, payments, and fee tracking through the online registration system. - Monitors membership and program-related fees and follows up with participants regarding outstanding balances or missing information. - Completes incident and accident reports in a timely manner and ensures proper documentation and follow-up. - Maintains program supplies and equipment, reporting repair or replacement needs to the Program Managers. - Responds to inquires from participants, parents/guardians, and the public regarding programming and events. - Ensures programming spaces are organized, clean, and prepared before and after activities/events. - Liaises with the Communications team, to promote programs, activities, and events through our communication channels and outreach initiatives. - Participates in staff meetings, orientations, and training sessions.
Financial and Budget Responsibilities	- Tracks program expenditures in accordance with approved budgets. - Submits receipts and documentation for the approved purchases in line with organizational financial procedures. - Ensures all program spending remains within pre-approved limits and reports variances to the Program Managers. - Supports responsible use of program funds and resources. - Assists in the preparation of the annual budget. - Purchasing authority up to \$1000.
Health, Safety, and Risk Management	- Promotes and maintains a safe, respectful, an inclusive environment for all participants and staff. - Ensure safety procedures are followed during all events. - Responds to emergency situations in accordance with established protocols. - Administers basic First Aid/CPR when required (training is provided by

	the organization). • Completes incident and accident documentation and reports hazards or concerns promptly to Management. • Maintains compliance with vulnerable sector screening requirements (provided by the organization)
Community Engagement, Outreach, and Role Modeling	• Participates in the planning, implementation, and evaluation of organizational-wide initiatives. • Represents the Kahnawà:ke Youth Center at community events as required. • Collaborates with community organizations to support program development and event coordination. • Acts as a positive role model for participants, staff, and the community. • Demonstrates professionalism, leadership, respect, and accountability. • Promotes healthy, active lifestyles, and positive social engagement.
Performs any other job-related duties as required by the Immediate Supervisor.	

ACCOUNTABILITY
The Community & Family Events Coordinator is accountable for: • Development, implementation, and evaluation of Community Events. • Providing services in a manner consistent with the terms and conditions of the employment agreement, personnel policies, standard operating procedures, and directives. • Efficient and fair supervision and advice to KYC event staff and volunteers. • Successful utilization of Community Events budgets. • Maintaining confidentiality practices.

WORKING CONDITIONS
• Standard work week, with regular evenings, weekends, and travel required to support Community Events. • Exposure to varying indoor and outdoor environments during community events. • Moderate to high stress associated with the demands of living and working within the community and balancing personal and work life.

QUALIFICATIONS	
Education and Experience Requirements	• Bachelor’s degree in Leisure Sciences, Recreation or Human Relations field and two (2) years experience with program management and supervisory experience OR • DEC in Community Recreation & Leadership, Social Sciences or related discipline and four (4) years experience with program management and supervisory experience • High School Diploma and six (6) years experience with program management and supervisory experience
Knowledge, Skill and Ability Requirements	• Excellent problem-solving and analytical skills, focused decision-maker • Excellent public speaking involving small and large groups. • Good knowledge of Microsoft Suite (Word, Excel, etc.) • Experience in program development and planning • Excellent time management skills and organizational skills • Ability to develop articulate documents such as proposals, reports, briefs, and correspondence that effectively communicate messages. • Sensitivity and openness to traditional concepts and willingness to adapt services to reflect cultural differences. • Valid driver's license • Ability to work with diverse programming teams. • Knowledge of Kanien'keha and French is an asset.

Incumbent

Date

Program Manager

Date

Executive Director

Date