



**Gilda's Club Greater Toronto (GCGT)**  
**Job Description**  
**Family Coordinator**

**Summary:**

The Family Coordinator, in reporting to the Director, Clinical Programs, is responsible for the coordination and organization of Gilda's Club Greater Toronto overall family programming and related day-to-day operations for adult, children and youth. The Family Coordinator, is the main contact for children and youth at GCGT. Working collaboratively throughout the organization, the Family Coordinator will participate in the ongoing efforts to increase awareness and implementation of a program consistent with and supportive of Gilda's Club mission, vision and values.

**Responsibilities:**

**A. Family Program Coordination**

- In conjunction with the Director, Clinical Programs, ensure that the diverse, high quality Program offered is congruent with established mission, philosophy, policies and guidelines.
- In collaboration with the program team support the development and scheduling of GCGT family programming with volunteer and contract facilitators.
- Responsible for the high quality consistency of program related resources and provide preparation and support in positive relationships with volunteer and contract facilitators.
- Provide emotional support for families in person and over the phone, including supporting families on how to talk to children and youth about cancer and grief/bereavement.
- Working with the Manager, Membership, exercise discretion and sound judgement in conducting New Member Meetings for families; complete Customized Membership Plans; and in interactions with Members who may be in crisis.
- Facilitate supportive groups and workshops for children, youth and families.
- Plan and coordinate special events for children, youth and their families. Including Camp Sparkle (March Break); Teen Leadership Camp, Camp in the City, and Family Events.
- Keep the Director, Clinical Programs apprised of any program related issues relevant to the functioning of the organization, and manage the GCGT children, youth and family activities and program in a fiscally responsible way.
- Participate in budget development for the program function, including forecasts, formulation of program and project priorities, and recommendations for expenditures.
- Work alongside the program team in the development, implementation and ongoing evaluation of all program components to address diversity in social and emotional needs of those whose have cancer-related stress

- Be responsible for ongoing evaluation and analysis of relevant community trends regarding children and their caregivers including forecasting community needs, monitoring program activities and overseeing policy implementation.
- Support accurate statistical and database records in accordance with Gilda's Club Greater Toronto and Cancer Support Community policies. Submit timely monthly program reports and data internally.

### **C. Volunteer Engagement**

- In collaboration with the Director, Clinical Programs and Volunteer Coordinator, assist in the training of and support the role of volunteers within the Gilda's Club community.

### **D. Communications**

- Facilitate the development, production and distribution of Gilda's Club Program Calendar and program flyers.
- Maintain high standard of excellence in the communication consistent with distributed to our constituency.
- Maintain consistent messaging that is inline with Gilda's Club brand guidelines.
- In collaboration with the Director, Clinical Programs, and Program Administrator participate in Member focused communications that continuously address the changing needs of the Gilda's Club Greater Toronto membership by soliciting input and feedback.
- Manage program related messaging on Social Media, website and promotional materials.

### **E. Community Partnerships**

- In collaboration with the Manager, Membership actively participate in ongoing outreach to the community, bring awareness and build supportive partnerships with Gilda's Club Greater Toronto and its Program.
- Play a supportive role in community development activities and events which fund the organization.
- Provide leadership and participate in relevant internal and external committees and workgroups with community stakeholders to review and enhance community centered programming.
- Liaise with school boards and community organizations to best determine how GCGT can provide support and education for children and families whose lives have been impacted by cancer.

## Qualifications

- Professional degree in Social Work, Psychology, Child Life Specialist or a related mental health field, from an accredited institution.
- Minimum of 3 years experience working with children, youth and families.
- Group facilitation experience required.
- Ability to work well with children and adults under stress.
- Ability to work with and supervise volunteers.
- Familiarity in working with adults and or children/teens in the area of oncology, and grief/loss would be most advantageous
- Commitment to Gilda's Club mission and Program philosophy with participation in orientation and ongoing training as it relates to Gilda's Club and its Program.
- Available for evening hours and weekends as program schedule dictates.
- A knowledge of the local community and cancer support services is preferred.

All interested individuals are invited to submit their application referencing **Family Coordinator** with a letter of introduction and a resume on or before August 2, 2019 to [info@gildasclubtoronto.org](mailto:info@gildasclubtoronto.org)

The successful applicant will need to undergo and pass a Vulnerable Sector Screening police check.

Gilda's Club Greater Toronto embraces diversity and encourages all qualified applicants to apply.

We thank all applicants for their interest, however only those candidates who have been selected for an interview will be contacted.