



Beyond Classrooms Kingston Operations / Program Coordinator

The Operations / Program Coordinator will provide general operational management of the affairs of BCK corporation. BCK coordinators (2) work as a team. Specific responsibilities are allocated to each position and other tasks are shared.

Key Administrative Responsibilities

General management of day to day operations of the BCK Corporation, subject to the authority of the board

- Submit written status reports of the Corporation's activities at regularly scheduled Board meetings and at the Annual General Meeting (AGM)
- Participate in governance discussions at the Executive meetings
- Support policy and long-range goal development
- Implement strategic plan with Executive and Program Coordinator input
- Support activities of Programming, Communications, Fundraising and Grant-writing Committees
- Recruit/schedule/orient/oversee the activities of BCK office volunteers
- Maintain BCK safety protocols and ensure workplace safety
- Perform other duties as assigned

Financial Responsibilities

- Participate in development and management of operational, annual and grant budgets
- Ensure the treasurer has up-to-date financial information
- Work with the Administrative Coordinator and Treasurer to ensure BCK financial commitments are met and expenditures are kept within the budget
- Recommend changes to the Budget when necessary
- Lead BCK's major grant application processes with support from the Program Coordinator, the Treasurer and Grant-writing Committee
- Support BCK fundraising activities and the development of other revenues

Communications

- Implement Communications committee directives
- Serve as BCK's primary spokesperson to media and the public
- Develop and participate in outreach and marketing activities with support from the Communications / Fundraising committee

Program Responsibilities

Activities are coordinated and shared with the BCK Program Coordinator

Teacher and Site Liaison

- Lead teacher / host site recruitment
- Develop and deliver teacher orientation and training

Program Development and Delivery

- Liaise with host sites and teachers in developing site week programming
- Develop and deliver in-class student orientation
- Oversee / support programming delivery for some programming weeks
- Recruit/schedule/orient/oversee the activities of BCK program support volunteers

Virtual Programming

- Develop, deliver and evaluate virtual/remote programming to complement on-site programming

Support Program Assessment, Evaluation and Reporting

- Develop program assessment tools
- Undertake program assessment, including data gathering, analysis, evaluation and report writing

Principal Relationships

- **Board of Directors** to assure that operations and governance are working together and compliant with Corporation bylaws
- **Executive Committee** to participate in operations and governance discussions
- **Program Coordinator and Administrative Coordinator** to assure team coordination and mutual support to fulfil day to day operations requirements of the Corporation
- **Human Resources Lead Support** for operations support and consultation
- **Committees** for consultative discussions to promote operations of the Corporation
- **Kingston Association of Museums, Art Galleries and Historic Sites (KAM) sites** to maintain good communication with sites participating in BCK programming



Beyond Classrooms Kingston is a recipient of the City of Kingston Heritage Fund

