



Training Programs Coordinator & Curriculum Writer 4-Month Assignment Pilot Project

Position Summary

Dan's Legacy is currently seeking a temporary, full-time Training Programs Coordinator and Curriculum Writer for a 4-month pilot project. The coordinator will develop a curriculum for Dan's Legacy's 3 job-skills training programs (Cook Training, Dan's Diner Social Enterprise, and Warehouse & Swamping), and ensures participants are receiving the support they need to thrive in the programs. Responsibilities include: liaising with the Cook Training, Dan's Diner and Swamper/Warehouse program instructors; keeping track of progress, dates and timelines of participants in their various programs; and maintaining positive relationships with community partners. This position reports directly to the Program Manager.

Duties & Responsibilities:

- Maintain consistent contact with participants (some are dealing with depression and anxiety)
- Give participants agency in decision making, keeping in mind this is an employment preparedness program for youth with barriers
- Work with training department leads to develop a harmonized syllabus across programs
- Keep track of participants' progress, dates, and timelines, and ensure they are receiving the necessary support to succeed
- Maintain positive relationships with Dan's Legacy's other departments
- Ensure ShareVision database is kept up to date by each department
- Perform other duties as assigned

Qualifications & Requirements:

- Proof of vaccination required as we work with vulnerable populations and occasionally operate in health facilities. Dan's Legacy follows the same vaccination protocols as the Province of BC in which staff must report their vaccination status for COVID-19 and influenza, as well as report vaccinations for vaccine preventable diseases such as, but not limited to measles, mumps, rubella Hepatitis B, whooping cough (pertussis) and chicken pox (varicella). Dan's Legacy will review requests for accommodation should there be a reasonable justification provided for not being vaccinated. Reasons include, and are not limited to, allergies and disability.
- A successful criminal record and vulnerable sector check will be required prior to the start of employment
- A valid driver's license
- Ability to work with at risk youth
- Ability to travel to New Westminster where the program is located
- Ability to demonstrate intermediate computer literacy in standard office software programs, i.e., Word, Excel, Zoom, e-mail, and smartphone applications for administrative duties
- Food Safe Level 1 is required
- WHIMS, Occupational First Aid Level 1, Mental Health First Aid, Gender-Based Analysis Plus, Transporting Dangerous Goods, Privacy and Access Fundamentals is an asset

**Interpersonal Skills:**

- Attention to detail
- Organizational skills
- Problem solving skills
- Ability to work independently
- Adaptability & flexibility
- Teamwork & cooperation
- Dependability & responsibility
- Strong communication skills

Salary: \$57,000 per year

About Dan's Legacy

Dan's Legacy provides trauma-informed and culturally sensitive counselling and life-skills programs to youth at risk in Metro Vancouver. These young people, aged 15 to 25, are at significant risk of overdose, self-harm, homelessness, and suicide. Dan's Legacy's therapy and outreach teams go directly to the youth wherever they are, wait list times are minimal, and all the organization's services are free. In the past year, Dan's Legacy helped over 600 youth stabilize their mental health, and begin working towards their educational, employment and recovery goals.

About Dan's Legacy's Job-Skills Training Programs

Dan's Legacy's 3 job-skills training programs (Cook Training, Dan's Diner Social Enterprise, and Warehouse & Swamping) provide clinically supported training to at-risk youth aged 18-25. The instructors, supported by Dan's Legacy's counselling and outreach teams, work with a cohort of young adult students with various mental health challenges. Training is provided by the counselling team ensure new team members to develop competency and confidence in working with this cohort of youth.

Dan's Legacy knows that at-risk youth need opportunities to not only maintain their mental wellness but also grow and thrive in the community. The training programs are designed to provide youth with the skills they need to enter the workforce or move on to higher levels of skills training.

For more information about Dan's Legacy:

- www.danslegacy.com

Dan's Legacy is an equal opportunity employer, and we attempt to hire employees who reflect the diversity of our clients - Indigenous, Black, Hispanic, South Asian and LGBTQ2S+ people are encouraged to apply. We respectfully and gratefully acknowledge that our work takes place on the unceded, and traditional territory of the Coast Salish peoples