



## PTP Job Description

**Job Title:** *Program Coordinator*  
**Reports to:** *Manager or Senior Manager*

### **Job Description:**

*The Program Coordinator/Counsellor holds responsibility for the day to day running of his/her program. This includes overseeing all aspects of program implementation and delivery. It is the Program Coordinator's responsibility to ensure the highest standards in programming and delivery are maintained.*

### **Duties and Responsibilities of this position include:**

1. *Overseeing all aspects of program development and delivery*
2. *Working with workshop facilitator(s) to ensure excellence in programming and delivery*
3. *Preparing reports for funder and liaising with referring sources*
4. *Overseeing participant intake, screening and selection process*
5. *Ordering, preparing, administering, scoring and analyzing a battery of inventories/tests in conjunction with facilitator*
6. *Assessing, tracking and reporting participant progress in the development of action plans*
7. *Ensuring all reporting is completed as required*
8. *Providing on-going, one-on-one guidance and support to participants*
9. *Monitoring attendance/addressing issues and concerns with participants*
10. *Making appropriate referrals to other agencies or interventions if required*
11. *Developing Final Individual Action Plans for each participant*
12. *Developing a pre/post- questionnaire for use at the onset/completion of program*
13. *Preparing program evaluation report*
14. *Conducting follow-up calls to graduates and recording information gathered for reporting purposes*
15. *Attending meetings as required*
16. *Adhering to PTP policies*
17. *Undertaking other tasks as assigned*

### **This position supervises:**

- *Facilitators*
- *Volunteers on occasion*