

Mission Adopt-A-Block Program Coordinator Job Description

Time Requirements: 20-25hrs week (flexible up to 1250hr year) – must be able to work Saturdays and Stat Holidays.

Administrative Coordination Activities (approximately 15 hours weekly)

- Manage Adopt-A-Block office including any correspondence, paying of bills, buying supplies, update of equipment, etc., as well as storage shed.
- Maintain Society status by ensuring annual report and payment is submitted
- Maintain registered charity status by submitting annual information return
- Fulfill requirements for District of Mission funding, including completing application, submitting an annual summary of activities on Dec. 1st, and presentations as required.
- Maintain all insurance policies and renewals, with Board assistance
- Researching and completing applications for additional funding with provincial Government, (Gaming Commission), Banks, Foundations, Corporations, etc. and fulfilling requirements such as submitting reports or advertising.
- Maintaining all volunteer business, including recruitment, communication, appreciation efforts, updated contact list, newsletter, and supplying equipment and garbage vouchers as needed. Responsibility extends to residents of Mission only.
- Organize Spring & Fall Clean-ups with Non-profit groups, as per District of Mission guidelines and funding. This includes sending out applications, selection of NPO's, communication with NPO's to organize into group sizes, send out info. to and receive waivers, etc., select routes, organize garbage pick-up, and organize equipment needed and help from AAB Board members or volunteers.
- Organizing group clean-ups with community groups as often as possible, (if groups are available, monthly clean-ups), including arranging garbage disposal.
- Support, when feasible, other environmental or Civic Pride efforts by Mission community groups, such as Community Policing, Block Watch, or Mission of Streams.
- Attend and support, when feasible, community events where displays, exhibits, or presentations of Adopt-A-Block material is requested, such as Farmers Market, Eagle Festival, etc. Set-up a display of Adopt-A-Block awareness material, and other relevant info. for the public.
- Organize Adopt-A-Block “stand alone” events to raise profile and develop feeling of community and civic pride, such as an Earth Day celebration.
- Participate in Candlelight Parade, when feasible, to raise profile of Society
- Purchase and maintain equipment, signage, banners, publicity material, etc.as needed.
- Organize monthly Board meetings. This includes sending agenda, previous minutes and Coordinators monthly report to Board members to prepare for

- meeting, attend monthly meetings, secure place for meetings, and other duties as required.
- Organize AGM
 - Coordinate completion of year-end financial statements with treasurer and accountant
 - Overseeing/ completing publicity for Society, such as website, social media, ads, articles, street banner, etc.
 - Maintain updated budget and calendar of events for Board perusal
 - Organize and maintain copies of pictures and articles as a historical record of Adopt-A-Block

Education Coordination Activities (approximately 10 hours per week)

- Deliver an existing education program to various classes within School District #75 (Mission), and revise as needed
- Develop litter awareness and environmental projects to promote litter awareness among schools and community groups
- Continue with our current garbage can decorating project
- Participate in public relations and publicity opportunities to further gain support for, and provide awareness of AAB
- Assist with publicity to educate the public
- Assist with large group clean-ups as required
- Attend monthly board meetings
- Other duties as required

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Note: Heavy lifting abilities are required for this position as you will be expected to setup and take down displays, participate in cleanups, and bring all materials to presentations and events.

Additional experience with office word programs is beneficial as there is an extensive amount of computer work required for this position.