

## **2.0. Human Resources**

### **2.B. Position Descriptions**

#### **LEGO PROGRAM CO-ORDINATOR**

**Policy Reference: EL-1.2**

**Adopted:**

**Reviewed by Committee: January 31, 2023**

**Policy Reference:**

The LEGO (Lakeshore Educational Growth Opportunities) program is an alternative educational program that links at risk youth to employment opportunities in the Winnipeg area. Groups of 8 students will stay in Winnipeg for several weeks gaining on the job work experience.

**Responsibilities:**

- Assisting with recruitment and vetting of participants.
- Organizing and implementing two, two week sessions of Employability Skills through Work Experience in the Winnipeg area.
- Organizing and implementing two, six week Work Experience sessions in the Winnipeg area.
- Transporting participants to their Work Experience placements.
- Mentoring participants on a day to day basis while they are at their Work Experience placements.
- Communicating with employers on a day to day basis.
- Ensuring that program goals are met and gathering data.
- Mentoring participants towards independent living through role modeling while staying at the same camp facility.
- Providing the site supervisor with support during off hours.