

2.0. Human Resources

2.B. Position Descriptions

LEGO PROGRAM DIRECTOR/ADMINISTRATOR

Reviewed by Committee: February 28, 2023

Policy Reference: EL-1.2

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:

- Recruitment and vetting of staff members for the program.
- Recruitment and vetting of participants in program.
- Organizing and running classroom sessions.
- Overseeing program finances and ensuring budgetary goals are met.
- Setting up work placements.
- Creating policy and supporting documents.
- Compiling and analyzing data.
- Ensuring that program goals are being met.
- Mentoring and evaluating staff
- Organizing transportation and lodging
- Emergency participant support
- Conflict mediation