



Career Centre Coordinator

[Position](#) | [Qualifications](#)

OVERVIEW

Reporting to the School Administrator and working in conjunction with the District Pathways & Partnerships office, the Career Centre Coordinator is responsible for coordinating the school-based Career Centre. The Coordinator ensures that the Centre provides access to up-to-date and relevant job, career, post-secondary and scholarship information for students and that the Centre meets the school and District needs.

POSITION DESCRIPTION CAREER CENTRE COORDINATOR

CCC-1

Supports the efforts of students, staff and student's family members to make effective use of the Centre's resources by:

- providing guidance and support on the content and workings of the Career Centre;
- providing one-on-one advice and direction in the use and understanding of a wide range of information resources;
- assisting students to access resources that help complete career related course assignments;
- informing staff and students of new and updated resources (electronic, web-based and otherwise);
- facilitating and supporting students in the preparation of resumes, cover and thank you letters, work experience forms and the completion of applications for exchange programs, scholarships, post-secondary institutions and other related programs;
- preparing students for interviews through role-playing and addressing related questions; and,
- supporting students in the use of a variety of career orientated software applications and web-based resources.

CCC-2

Ensures the Career Centre has thorough and up to date information and resources designed to assist job/work, career, post-secondary and scholarship searches by:

- researching, collecting, organizing and presenting materials and information including web-based and graduation portfolios resources and materials;
- preparing, organizing, maintaining, cataloguing and filing a variety of career related information;
- ordering supplies and resources; receiving and ensuring the accuracy/condition of incoming orders;
- recommending, operating and maintaining career oriented software applications;

- identifying and reporting technical problems related to computer hardware and peripherals;
- maintaining and sharing information related to Career Program activities, Youth work in Trades, Youth Train in Trades apprenticeship prep programs; and,
- researching and recommending products, technologies and services to School Administration and the Career Education team to ensure services support the School Community's needs.

CCC-3

Promotes the use of the Centre by:

- informing students, teachers, counselors, administrators, work experience/career program staff, parents, and community members of the resources available;
- coordinating schedules to optimize the use of the Career Centre and school spaces;
- producing the Career Centre newsletter, TV displays, bulletins, message boards, posters and handouts;
- using technology where applicable as a communication tool and,
- overseeing the maintenance of the Career Centre website where applicable.

CCC-4

Maintains liaison with the greater community to enhance the services offered by the Career Centre by:

- organizing and hosting post-secondary information sessions including supervising students and taking attendance;
- coordinating and supporting work experience orientations, training opportunities and workshops such as guest speakers, Spotlight Sessions and job ready certificate programs; and,
- maintaining a job/work and volunteer opportunities posting board and website.

CCC-5

Supports the school based staff member(s) responsible for arranging work placements by:

- assisting students and supporting teachers in the selection of school arranged placement opportunities; and,
- maintaining and tracking work experience records and documentation tracking placements.

CCC-6

As part of the CLE/CLC team, assists teachers who are responsible for Capstone management by:

- providing related administrative support for students in the collection of their evidence; and,
- assisting with the coordination of Capstone Portfolio Presentation Day.

CCC-7

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

**QUALIFICATIONS FORM
CAREER CENTRE COORDINATOR**

<p>EDUCATION</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Grade 12 or equivalent; and,</p> <p>a one (1) year post-secondary Office Administration Certificate including courses in records management and computer skills</p> <p><i>OTHER RELATED COURSES</i></p> <p>Course work in the area of Career Development is desirable</p>
<p>EXPERIENCE</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Six (6) months office administration experience in a computerized office environment OR one (1) year related experience</p>
<p>KNOWLEDGE</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Knowledge of database management, spreadsheet and word processing applications, the internet and related educational software packages</p> <p>Knowledge of office procedures including records management</p> <p>Knowledge of career related and work experience programs is desirable</p>
<p>SKILLS AND ABILITIES</p>	<p><i>TECHNICAL</i></p> <p>Ability to use the internet as a search tool</p> <p>Ability to train others in the use of related software</p> <p>Knowledge of a school system and willingness to gain an understanding of District policies and procedures as they relate to the job role</p> <p>Willingness to participate in related workshops and maintain currency of career related information</p> <p>Ability to handle cash, maintain receipts and appropriate financial records</p>

	<p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Ability to interact with students, parents, District staff and community members in an effective manner</p> <p>Ability to construct thoughts in a logical and convincing fashion and express them in discussion, writing and formal oral presentation</p> <p>Effective written and oral communication skills and the ability to request and convey information in a diplomatic manner</p> <p>Ability to guide, lead and encourage others</p> <p>Ability to perform duties with minimal supervision</p> <p>Ability to maintain the confidentiality of sensitive information seen or heard</p> <p>Ability to prioritize work in a busy environment often under pressure and multiple demands</p> <p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Ability to select and apply the most appropriate of established analytical procedures and techniques and evaluates the results for accuracy and completeness</p> <p>Ability to compile data as appropriate</p> <p>Ability to listen and advise students on various action with regard to job exploration programs</p> <p>Ability to demonstrate motivation and determination in understanding the needs of others and in acting to do something helpful</p>
<p>WORKING CONDITIONS</p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to lift up to 18 kg and operate related equipment</p> <p>Able to perform related physical and mental activities</p>