



JOB DESCRIPTION

POSITION: Day Visitor Program Coordinator

SUPERVISES: Day Visitor Program volunteers, summer students and co-op students

REPORTS TO: Executive Director

REMUNERATION: \$16/hour

This position is seasonal, offering 1 day/week through March and full-time hours (40 hours/week) from April through September.

JOB SUMMARY

To oversee the planning, coordination and implementation of the Day Visitor Program. Responsible for Program outreach and recruitment, booking, planning, and organizing day visitors' schedules prior to their arrival. To record and maintain accurate Program statistics. To plan and expand the Day Visitor Program taking into account the available space and resources. To assist with the hiring, orientation, training, supervision, and evaluation of Day Visitor Program-related summer students and/or co-op students. To complete a yearly Day Visitor Program Volunteer Orientation and provide on-going training to volunteers, summer students and/or co-op students. To assist in the planning and implementation of WindReach Farm Open Houses and special events.

DUTIES AND RESPONSIBILITIES

1. PROGRAM OUTREACH AND RECRUITMENT

- Develop and implement Day Visitor Program outreach and recruitment plan according to program capacity and needs;
- Responsible for maintaining current day visitors and recruiting new visitors to the Day Visitor Program;
- Collaborate with community organizations to form strategic partnerships to further Program growth; and
- Develop/manage/update Day Visitor Program contact database which includes past, present, and potential day visitors.



2. PROGRAM DEVELOPMENT AND IMPLEMENTATION

- Effectively plan, coordinate, implement and evaluate Day Visitor Program to ensure it meets its mandate, objectives and operating capacities as established in collaboration with the Executive Director;
- Assess individuals' abilities, needs and barriers to develop therapeutic programming and interventions that support the cognitive, physical, social and/or emotional goals of participants;
- Utilize various facilitation techniques to engage participants in a variety of opportunities designed to foster meaningful experiences;
- Ensure that all day visitors are safe (emotionally and physically) and have an enjoyable time while at WindReach Farm;
- Respond to all Day Visitor Program requests, including e-mail, phone and in-person inquiries, in a timely manner;
- Book, plan and organize all Day Visits;
- Give tours, including hay wagon rides, farm tours, stables tours, pond studies, museum tours, etc., as required;
- Conduct formal and informal Day Visitor Program evaluations and share pertinent information with related staff, volunteers, summer students and/or co-op students;
- Collect, record and analyze weekly/monthly Day Visitor Program statistics and submit to the Executive Director; and
- Manage/modify day-to-day program activities to meet the ever-changing needs of clients.

3. TRAINING AND SUPERVISION

- Help recruit, interview, hire and supervise Day Visitor Program volunteers, summer students and co-op students;
- Schedule and coordinate Day Visitor Program volunteers, summer students and co-op students to assist with day visit tours;
- Provide a yearly Day Visitor Program Volunteer Orientation and on-going training for all program-related volunteers, summer students and co-op students;
- Supervise and evaluate Day Visitor Program summer students and co-op students; and
- Monitor and record Day Visitor Program summer student payroll hours and co-op student volunteer hours.

4. BUDGETING AND FINANCIAL SUSTAINABILITY

- Development short- and long-term Day Visitor Program plans/goals and monitor progress to ensure the financial sustainability of the Program.



5. OTHER RELATED DUTIES

Perform all other related duties as assigned, including but not limited to:

- Assisting with other WindReach Farm programming/special events as required.