



P: 204.474.0212
OR 1.855.437.8523

170 Scott Street
Winnipeg, MB
R3L 0L3



BIPOC (Indigenous, Black and/or people of colour) Programming and Camp Coordinator

Job Title: BIPOC Programming and Camp Coordinator

Title of Immediate Supervisor: Executive Director

Position type: One year term, continuation subject to funding.

Position Mandate:

BIPOC Programming Coordination: The BIPOC Programming and Camp Coordinator works with the Youth Programs Coordinator to develop and deliver a variety of youth-based programming that focuses on providing BIPOC 2SLGBTQ+ youth with support and affirmation; to create social change while learning valuable skills; and to increase self-esteem and self-confidence while increasing social networks and social supports for the BIPOC Youth Program. BIPOC Youth Program is expected to occur 2-3 times monthly.

Camp Coordination: The BIPOC Programming and Camp Coordinator works with the Youth Program Coordinator, Participant Support Coordinator and the BIPOC Advisory Committee to plan and implement Camp Aurora, a three-day summer camp in August for 2SLGBTQ+ and allied youth. This includes meetings to guide programming content, planning. The BIPOC Programming and Camp Coordinator attends Camp and oversees staff and programming while ensuring campers' safety in a positive and supportive manner. Camp Aurora will run virtually through online platforms in 2021.

Position Duties and Responsibilities

- Develop, plan, and implement programming and leadership development opportunities for BIPOC Youth Programming. This may include evening and weekend programming.
- Utilize a variety of pedagogies and techniques that are youth-centered, outcome-informed, and integrate issues of BIPOC 2SLGBTQ+ communities.
- Collaborate with Participant Support Worker to provide individual support to youth and referral to outside agencies, as needed.
- Implement, promote, and run Camp Aurora with the support of other Camp Team members.
- Plan and attend the Camp BIPOC Advisory Committee Meetings and organize meetings with other staff as needed.
- Oversee the Camp registration process, including liaising with child welfare agencies for advanced registration and risk assessment.
- Keep Camp social media and website up-to-date.
- Responsible for working with graphic designer to create logo, order merchandise etc. for Camp.



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- Create and maintain database of all Camp supplies including first-aid, programming supplies, food, sleeping bags, water safety gear, technology needed for workshops.
- Plan workshop and Camp schedule
- Create, maintain, and update reports, files, consent forms, camper database, evaluation forms, and other information as required.
- Complete all necessary program evaluations and reporting.
- Other related duties as assigned by and negotiated with management.

General Accountabilities

- In consultation with management, develop and implement a work plan and evaluation plan.
- With supervision from management, participate in management of Camp and Program budget, including budget planning and development, tracking expenditures and honorariums.
- Complete relevant administrative functions and documentations (i.e. time sheets, educational requests, vacation requests, incident reports, and expense accounts).
- Collaborate with, and/or assist other RRC program coordinators with special events and programming.

Education

- Post-secondary education or a combination of relevant experience in a related field such as education, social sciences, or community development.

Knowledge, Skills, and Experience

- Experience working with youth in a variety of settings. Experience working with BIPOC 2SLGBTQ+ youth populations is an asset.
- Knowledge of 2SLGBTQ+ population issues, including addictions, mental health, violence, STBBIs, school-based bullying, discrimination, and other systemic issues.
- Demonstrated understanding of heterosexism, cissexism, and other oppressions and how they impact youth, individuals, families, institutions, and communities.
- Excellent group facilitation skills, conflict resolution skills, and interpersonal skills.
- Experience in planning and facilitating educational workshops and groups is an asset.
- Experience planning summer camp is an asset.
- Excellent written and oral communication skills. Experience in community organizing and outreach is an asset.
- Ability to work with Microsoft computer applications including Word, PowerPoint, Excel, Office 365, and Outlook.
- Familiarity and ability to work with youth-friendly social media.



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- An understanding of organizing online virtual meetings through platforms such as Zoom.
- Ability to work remotely if required.
- Demonstrated ability to work independently and as a member of a multi-disciplinary team.
- Valid full class 5 driver's license.
- Ability to work outside and lift 5-10 lbs comfortably.
- Experience working in a non-profit setting is an asset.

Working Conditions:

One year term position. Further continuation based on funding. Must be willing to work flexible hours to accommodate evening and weekend hours for Camp Aurora and BIPOC Youth Program. This is a unionized position (CUPE 2348). Rainbow Resource Centre offers access to health, dental and employee assistance plan benefits.

Working hours from June to August are generally Monday – Friday 9:30 AM – 5:00 PM (37.5 hours per week).

EFT: 0.6-0.8 EFT is the fluctuating range of hours based on time of year for Camp portion of this position.

Starting Salary: \$39,620-\$44,620

Rainbow Resource Centre is an equity-seeking employer. We encourage applications from applicants who identify as Indigenous, Black and/or a people of colour, as well as persons with disabilities who identify as part of the 2SLGBTQ+ community.

Rainbow Resource Centre is strongly committed to building a team that reflects the community that we serve. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, or accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.

Application Deadline: Friday, April 16, 4:30 pm.

Please submit cover letter and resume to the attention of:

Liana Lutz, Finance & HR Manager

Rainbow Resource Centre
170 Scott Street
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accounting@rainbowresourcecentre.org