

POSITION DESCRIPTION

Position: Woodshop Program Coordinator

Position Type: Part-Time (0.8 FTE) (contract ending 12 months following start date)

Wage: \$30/hour

Reports to: LSCO Program Manager

Deadline to Apply: Friday, March 13th at 4:00 pm

Position Summary:

The Woodshop Program Coordinator is responsible for overseeing all aspects of the woodshop, with a key focus on policy enforcement, safety management, and the delivery of comprehensive participant orientations. This role requires strong technical knowledge, leadership, and a commitment to fostering a safe, inclusive environment for seniors' woodworking activities. Some evenings and weekends required. This position is shared with Casa, and some work will be done at the Casa woodshop.

Detailed List of Responsibilities:

To perform this job successfully, the individual must be able to achieve the responsibilities listed below with excellence, focusing on work quality, timeliness, and precision.

All LSCO employees are expected to perform responsibilities to meet organizational and funding requirements as directed by mandate and policy.

Policy Development, Safety, and Training:

- Develop, implement, and regularly update woodshop policies and operational procedures to ensure compliance with LSCO, provincial, and regulatory standards.

- Oversee all safety protocols, including the development and delivery of safety orientations and training to new and returning members, staff, and volunteers; ensure everyone understands the use of personal protective equipment (PPE) and adheres to safe work practices.
- Conduct regular risk assessments and safety inspections to identify hazards and implement corrective actions promptly; maintain detailed records of incidents, inspections, and training.
- Ensure all new users pass practical safety assessments and sign off on understanding policy statements.
- Update and distribute safety manuals, signage, and materials as required, ensuring clear communication of any changes.
- Plan and coordinate all day-to-day program activities, including scheduling, instruction, and support for woodworking sessions for various skill levels.
- Recruit, train, and supervise volunteer facilitators and woodworking instructors as needed; provide leadership, mentorship, and ongoing support.
- Liaise with LSCO management and other departments for budgeting, reporting, and coordinating special events or workshops.

Program Development and Administration:

- Develop and implement carpentry workshops and courses.
- Support the LSCO Marketing and Events Coordinator to promote woodshop programming and special events.
- Maintain all woodshop equipment, tools, and supplies, arranging regular servicing and quick repairs to ensure safety and minimize downtime.
- Liaise with local companies for more complex repairs of equipment.
- Track relevant participant data and submit reports.
- Complete evaluations with woodshop participants.

Education & Qualifications:

- Advanced knowledge of woodworking, equipment operation, and safety practices, journeymen certification preferred.
- Minimum of certificate in Cabinetry and Woodworking, Journeyperson Carpenter preferred.
- Demonstrated experience in occupational health and safety, with strong organizational and training abilities.
- Effective communication, leadership, and supervisory skills.
- Experience working with seniors.
- Ability to work collaboratively with a diverse senior population and lead volunteer teams.
- Familiarity with policy development, program planning, and reporting.

To apply, please send your resume and cover letter to Stephanie Girodat, Program Manager, to sgirodat@lethseniors.com. Only qualified applicants will be contacted for an interview.