



Kapiti Women's Centre

Job Description

Position:	Course Coordinator
Location:	7 Ngahina Street, Paraparaumu
Accountable to:	HUB (Management Group), Kapiti Women's Health Collective Inc.
Responsible to:	Centre Manager -Kapiti Women's Centre
Hours:	12 hours per week during primary school terms

The Position:

The Course Coordinator is responsible for the Education Programme at the Kapiti Women's Centre. The role includes developing and maintaining the processes and systems that ensure the Education Programme at the Centre operates to maximum efficiency.

The Course Coordinator works alongside the Centre Manager and the Administrator and includes supporting the volunteer Centre Workers in the provision of services at KWC. The holder of this position is accountable to the Coordinator and to the HUB (management) group.

The position is for 12 hours per week during school terms (total of 40 weeks per annum). The usual days and hours of work are Monday and Tuesday from 8.45 to 3.00pm with a 30 minute unpaid lunch break. Attendance is required at Strategic Planning meetings. A small amount of accounts administration is also required. There is also a requirement to work outside of these hours from time to time.

Key tasks:

1. Course administration Programming:

Ensure as a first priority that specific courses are provided throughout the year to fulfill contractual agreements.

- Identify appropriate courses through discussion and feedback with women in the community and within the Centre.
- Establish a proposed timetable for each term's education programme.
- Liaise with tutors to establish the programme.

Tutors:

- Contract with tutors and send confirmation letters
- Ensure tutors have the equipment they need to facilitate the course.
- Facilitate tutor payments

Centre administration:

- Prepare all paperwork for course record keeping
- Ensure documents are correctly completed

- Provide Register of Interest for all courses and potential courses.
- 2. Promotion and Advertising:**
 - Prepare KWC promotion of courses, including notices, wobbly board, website etc
 - Prepare external advertising for local newspapers, radio and displays
 - Maintain supply of course leaflets, what's happening posters and related information.
- 3. Creche:**
 - Prepare Crèche administration (Registrations, statistics, equipment).
 - Responsible for scheduling Creche workers
- 4. Evaluations:**
 - Prepare evaluation form for each course
 - Collate information from forms
 - Prepare and send a report to Tutors.
- 5. General:**
 - Generate such written materials related to courses as required by the Centre Manager.
 - Filing of all documentation.
- 6. Statistics**
 - Collate course statistics each term
 - Collate creche statistics each term
 - Prepare tables of term and annual statistics.
 - Collate information as required from evaluations.
 - Prepare quarterly cost analysis of education programme.
- 7. Attendance at Meetings**
 - Attend weekly meetings with Centre Manager.
 - Attend Strategic Planning (usually four times a year).
- 8. Other**
 - Provide general support and back up for the Centre Manager
 - General administrative tasks as required, including accounts administration.
 - Attend ongoing training as required.
 - The holder of this position is required to participate in Centre activities of interest, such as annual Hui, to develop closer working relationships with all KWC volunteers.
 - Any other tasks that are required.