

Project Coordinator

Boys & Girls Club of Moncton

May-August

35 hours/week

\$14.00/hour



Boys and Girls Club of Moncton
Repaire jeunesse de Moncton

MountAllison
Experiential Learning &
Career Development

For over 60 years, the [Boys and Girls Club of Moncton](#) has carried on a tradition of helping young people to discover, develop and achieve their full potential as adults, citizens and leaders, by engaging them in activities that challenge and enrich their minds, bodies and spirits. We teach skills that lead to personal awareness, stability, community engagement, food security and financial literacy. We support the healthy physical, mental, educational, nutritional and social development of more than 1,200 young people and their families each year, after school, in the evenings, and on weekends. We help break down social and economic barriers related to a lack of community connectedness, transportation, academic struggles and unemployment.

Mission / Mandate

The mission of the Boys and Girls Club of Moncton is to provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

Tasks may include:

- Review our governance manuals and policy standards
- Review and update manuals
- Draft new policies to protect the organization from the legal aspect and to make sure that we align with BGC Canada Standards
- Other duties as assigned

Qualifications

- Detailed oriented
- Preference given to students interested in law and governance

To apply, please submit a targeted cover letter and resume (as one pdf document) to careers@mta.ca by *January 31, 2020*.