

May 20, 2025

**Sage Haven Society
Internal/External Job Posting
Drop In Coordinator- Program Coordinator I
Part Time Permanent**

Purpose:

The Drop-in Centre Coordinator is responsible for welcoming and assisting clients of our Drop-in Centre, providing referrals, crisis supports, and some advocacy if time permits. The Coordinator is also responsible for client and community education activities and helping to mobilize the community around key issues. The Coordinator will assist with special projects as they occur..

Site: Sage Haven Administration Office, 3082 3rd Avenue, Port Alberni, BC, V9Y 2A5

Hours: 18 hours per week (Monday, Tuesday, Wednesday, 9:00 a.m. – 4:00 p.m.)

Key Duties and Responsibilities:

- Provide crisis supports (not therapeutic counselling) including emotional support and crisis debriefing, to drop-in clients of the Resource Centre.
- Provide referrals to internal and/or external services and assist with life skills and advocacy if time permits.
- Manage drop-in client processes such as welcoming clients, managing the community telephone and computer usage, and ensuring the Drop-in Centre is clean, welcoming, and a safe place to be.
- When required, co-facilitate groups with other agency programs. Organize community events related to supporting our Drop-in Clients.
- Organize events or participate in community events that improve the health and safety of the community.
- Hold focus groups to learn about issues and trends relevant to our clients and our services.
- Assist with special projects as they occur and support other agency programs as time permits.
- Solid experience in the not-for-profit sector in general, and in particular within the Women's Sector is valuable.

Education and Knowledge

- Diploma in a related human/social service field.

Training and Experience

- Two (2) years recent related experience.

Salary: HSA union Grid 12 - \$29.17 - \$33.49/hr.
This position requires Union Membership

Apply: By email: to efrood@sagehavensociety.org 12 noon May 29, 2025
Only Candidates being considered will be contacted.

"Understanding the past, building futures"

Sage Haven Society
3082 3rd Ave., Port Alberni, BC V9Y 2A5 | T: 250-724-7111