

2010 Regional Co-ordinator Job Description

General

- ◆ Act as regional contact for all current CAP sites with CAP YI interns
- ◆ Maintain regular contact with all Site Operators and Youth in the region
- ◆ Act as the communication link between the Ontario Library Association (OLA) and employed Youth
- ◆ Act as the communication link between the Ontario Library Association (OLA) and Site Operators
- ◆ Maintain regular contact with the OLA and other Regional Co-ordinators

Contracts

- ◆ Ensure that all eligible Centres in your designated region receive applications and contracts
- ◆ Answer any questions regarding application, contract and reporting requirements
- ◆ Provide information on how to request additional funding – if available
- ◆ Ensure that all contracts, reports, and invoices are returned to the OLA on time
- ◆ Ensure that Participant Information Reports are completed at the start of the Youths' work term and returned to the OLA
- ◆ Ensure that Youth Reports and Site Operator Reports are completed at the end of the Youths' work term and returned to the OLA
- ◆ Help Site Operators and Youth navigate the capstats.ocl.net website

Special Events

- ◆ Attend CAP site special events wherever possible in your region – budget permitting

Resource

- ◆ Assist with the interviewing / hiring process of Youth if required
- ◆ Provide orientation for students and administrators who are unfamiliar with the CAP Youth Initiative if required
- ◆ Assist Site Operators with orientation programs for their Youth if required
- ◆ Help Site Operators and Youth set objectives for the program period
- ◆ Work with all CAP sites to ensure program priorities are reached
- ◆ Help Youth develop programs and resources for their communities
- ◆ Inform Youth about Ontario CAP website
- ◆ Inform Youth about the WebBoard and encourage its use
- ◆ Inform Youth about the CyberCamp Wiki and encourage its use
- ◆ Moderate a regional listserv for the Youth
- ◆ Facilitate networking between Youth and Centres, keep everyone up-to-date on what is happening in the region
- ◆ Answer Site Operator/Youth questions regarding CAP YI
- ◆ Organize/attend general meetings for CAP Youth and Site Operators – budget allowing

Reporting

- ◆ Maintain a current list of centre addresses, administrator e-mail addresses, Site Operator contact information, Youth contact information, youth e-mail addresses, and notify the OLA of any changes
- ◆ Participate in Regional Co-ordinator teleconferences as required
- ◆ Report any problems or difficulties to the OLA
- ◆ Submit weekly reports to the OLA and RC listserv giving a summary of the activities in your region
- ◆ Collect newspaper articles, posters, brochures, hand-outs etc. from your region and submit to the OLA
- ◆ Submit a final report providing information about the centres in your region
- ◆ Collect Success Stories of events in your region and submit to OLA

Other

- ◆ Encourage CAP Centres to work with local high schools to establish a Co-op placement at the CAP Centre
- ◆ Other duties as assigned by the Ontario Library Association
- ◆ Initiate projects that fill a demand within your region or the program in general