



RICHMOND CENTRE FOR DISABILITY

2020 Smart Hub Summer Project Coordinator Job Description

Job Title: Smart Hub Coordinator, 2020 Youth Summer Position
Smart Hub for Children with Special needs Project

Duration: June 29 to August 25, 2020
Refer to Work Schedule for details of work hours

Scope: The key responsibility of the position Smart Hub Coordinator is to implement the Smart Hub for Children with Special needs Project (The Project) over the summer months at the Richmond Centre for Disability (RCD). The scope includes the planning, promoting, implementing and monitoring activities for youths with special needs. This is an intensive position where the employee would work one-on-one with a child with special needs, to support the child going through a learning initiative using the most advanced technology of virtual reality and smart toy concept.

The individual would also be responsible for data collection and compilation, data analysis, outcome evaluation and performance appraisal of volunteers whom he or she will be training and supervising. Volunteer training would be part of the job description, and employee will need to identify area of training to focus on and provide recommendation to the Project staff team. In summary, the coordinator position is crucial to the operation of a successful children activity for skill development and training, as well as have a fun time over summer; thereby forming the foundation to launch a full-blown project to address the service gap in the life-skill and employment skill training for youth with disabilities.

Project Coordinator Functions & Duties:

- To learn and devise learning plan for the technology and gadgets of the RCD Your Education Solution (YES) demonstration site
- To liaise with Korea YES Project Team for troubleshooting and manual revision
- To design curriculum and activities for the Smart Hub summer project
- To organize and update participant database from previous children programs
- To oversee marketing action plan to recruit participants and volunteers, through conventional channels and social media approach
- To arrange for and conduct interview process with children and their families, parents and caregivers
- To arrange and conduct interview process with volunteers, and the delivery of volunteer training
- To lead and implement summer project activities

- To supervise participants, coordinate volunteer duties and facilitate feedback and inputs from parents and volunteers
- To provide one-on-one support to children in the learning sessions
- To submit weekly report to RCD Project Manager, as well as incident reports and end of project report
- To conduct evaluation of parents, participants, and volunteers; as well as analyze collected data for the final report
- Budget planning, control and reporting
- Be the main communication conduit between Project Manager and parents
- Be the liaison to parents, especially those with language barrier

ACCOUNTABILITIES:

- Demonstrate excellence in the theory and practice of Independent Living (IL) Philosophy
- Oversee individual activities and program design to ensure adherence to sound IL principles and practices
- Ensure the provision of quality services, experience and consumer value
- Ensure master plans and schedules are followed, develop solutions to program challenges, and direct others for successful completion of tasks on time and on budget
- Establish and maintain the IL Program to plan to meet annual strategic goals
- Ensure program quality and relevance through the recruitment, development and retention of excellent volunteers

Attributes required and to be maintained:

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|-------------------------|----------------------------|
| ➤ Proper work ethics | ➤ Personal grooming/Attire |
| ➤ Reliable and punctual | ➤ Patient and caring |
| ➤ Team player | ➤ Initiative/Enthusiasm |

Reporting to: The Executive Director and Smart Hub Project Manager, or as assigned by the RCD