

Title: **PROJECT LEADER**

Role : Ensure the general administration of the project, specially group dynamic, learning program and relation with the community

Supervisor : Project coordinator

MAIN RESPONSIBILITIES

In accordance with Katimavik's policies

Group dynamic

- Facilitate the maintenance of a climate that favors group living;
- Ensure that the living and working environments are safe, sound and hygienic, while respecting local or provincial regulations, as well as Katimavik's directives;
- Ensure that participants take part in daily planned work and apprenticeship activities;
- Ensure the compliance of conduct rules, policies and procedures;
- Ensure that the participants receive the required direction and training;
- Ensure the participants are well prepared for social reintegration at the end of the program.

Educational program:

- Ensure the planning, and implementation of apprenticeship program and related essential activities in compliance with Katimavik's national directives;
- Evaluate to what extent the goals and objectives of the areas of exploration have been achieved;
- Ensure and facilitate the creation and follow-up of individual and group development plans.

Community relations:

- Promote a favorable image of the program in the host community;
- Maintain good work relations with Katimavik's community partner organizations, work supervisors and members of local Katimavik committee;
- Ensure liaison between participants, community partner organizations and work supervisors;
- Implement community relations and community integration plans;
- Develop and maintain good relations with the media in the general community;
- Contribute to project development, at the request of the regional director.

Administration, finances and logistics:

- Prepare the project budget;
- Keep track of all the project's material and financial resources;
- Implement project logistics plans;
- Ensure transportation of participants and the maintenance of the project vehicle;
- Prepare and submit required reports, in compliance with Katimavik's administrative directives.

Labor relations:

- Collaborate closely with the regional office personnel;
- Perform any other related duty that may be assigned by the project coordinator.

JOB DESCRIPTION