



Lubicon Lake Band #453

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Mihkwapikwaniy Cultural Camp Program Coordinator (Trainee)

The position of the MCP Program Coordinator has the responsibility of overseeing all programs, partnerships and inquiries to provide programming at the camp. Including managing budgets, planning for events, and carrying out those plans.

The Trainee will work closely with and take direction from the MCP Program Coordinator with the intention of filling that role after a successful training period.

Program Manager Tasks:

- **Oversee all aspects of the program operations**
- **Resolve participant and employee concerns**
- **Maintain accountability for each program operating within the MCP**
- **Develop program budgets and monitor cost controls**
- **Assist with audits and provide monthly paperwork**
- **The goal is to provide opportunities for the community &/ or members to get involved in culturally rich programs which maintain and strengthen our culture**
- **Support/ provide guidance to the maintenance staff/ facilitators/ participants & volunteers as needed**
- **Notify handyman on any damages, deficits and disturbances**