



Position: Youth Programs Coordinator
Status: 37.5 hours per week (5 days a week)
September-June ongoing
Wage: \$16 - \$17 per hour
Start Date: September, 2017
Posting Closes: August 7, 2017

The Abbotsford Youth Commission is seeking an energetic, motivated, youth-focused individual to coordinate our practicum students and youth programs.

Requirements:

- Degree in related field
- Exceptional leadership skills
- Previous experience supervising programs and staff
- Experience working directly with youth, planning and running youth activities in a recreation setting
- Assisting participants, volunteers and staff in continuous learning and development.
- Motivates and inspires self and others to take action to achieve desired outcomes.
- Positive role-model and attitude
- Excellent written and oral communication skills
- Knowledge of youth related issues
- Highly organized
- Ability to support youth who are identified as 'at risk'
- Ability to work independently and in a team environment
- Conflict resolution skills
- Responsible/reliable
- Criminal Record Check Required
- Current First Aid Certification
- Food Safe

For a detailed job description visit www.abbyyouth.com

Please send resume and cover letter to:
christy@abbyyouth.com

YOUTH PROGRAMS COORDINATOR – JOB DESCRIPTION

Under the direction of the Supervisor of Recreation, perform the following duties while adhering to the Youth Commission's Ethics & Standards and Mission Statement & Goals:

Duties:

- Work within Youth Commission goals and mandate
- Facilitate and guide AYC programs with a focus on youth engagement
- Ensure the safety of the youth in our programs
- Enforce rules and expectations
- Maintain an awareness and understanding of local youth issues and concerns and what youth services are provided in the community
- Promote all AYC programs and services to youth, parents and community members
- Work as a team with all AYC staff, volunteers and program participants
- Ensure that all daily functions of AYC programs are completed to standards
- Provide leadership during special events
- Commit to assisting participants, volunteers, staff and self in continuous learning and development
- Motivate and inspire self and others to meet the AYC Vision, Mission and Goals
- Assist in developing new programs or enhancing present programs
- Liaise with community members to build possible partnerships and maintain positive relationships
- Make referrals to appropriate agencies as needed
- Participate in all activities including sports, crafts, swimming, skating, enrichment, etc.
- Report any significant issues to supervisor
- Confer with supervisor regarding any issues you are unsure how to address
- Responsible for opening and closing procedures
- Maintain a clean environment at the youth centre by completing the cleaning checklist
- Promote all AYC programs to youth and parents and ensure programs have minimum registration
- Facilitate the Youth Focus program
- Take on a leadership role in all programs involved in

Administration:

- Participate in workshops/training experiences related to local youth issues as required
- Participate in professional training and in-service meeting as required
- Prepare and maintain records, reports and correspondence relating to all programs
- Understand, articulate and deliver all emergency procedures in any/all programs as required
- Maintain the administrative duties required by the Supervisor
- Establish a clear, defined course of action for self and team to accomplish short and long term work goals

- Develop new ways or adapt existing ideas to help us achieve desired outcome
- Challenge the status quo to discover more effective ways of performing
- Builds positive interactions both internally and externally to achieve organization's goals
- Assist with the development and delivery of new programs as required
- Liaise with school personnel to coordinate effective delivery of all programs and ensure the programs success
- Maintain record of hours worked and submit to Supervisor for approval
- Keep track of supplies and replenish as needed
- Communicate with supervisor in a timely manner when supplies need to be restocked
- Maintain stats and records for all programs you work in
- Ensure programs are meeting the set targets and minimum registration numbers
- Report any decrease in participation to supervisor
- Lead and develop staff, practicum students and volunteers in the direction required by all AYC staff
- Report any staffing issues to supervisor
- Assist to prepare budgets and monitor expenses related to the programs with the approval of the Supervisor and Executive Director
- Assist with all other promotion and programming as assigned by the Supervisor or Executive Director
- Coordinate the implementation and running of the following programs Girls Nite Out, Guys Nite, Just For Girls & Guys Alive, and any other programs required
- Facilitate the Girls Nite Out or Guys Nite program one night per week
- Recruit, interview, train and supervise practicum students as required
- Coordinate the programming at the youth centre, in the role of Recreation Lead
- Work in close co-operation with all AYC staff, committees and other youth-serving professionals as required
- Assist with reception and registration as needed
- Facilitate programs with staff member and practicum students as needed
- Prepare, plan and facilitate training session for practicum students
- Supervise the planning of sessions by practicum students and staff
- Preparing both written and verbal practicum evaluations
- Other Duties as assigned by Supervisor and Executive Director