



Position: Youth Programs Coordinator
Status: 35-40 hours per week (5 days a week)
Wage: \$24 - \$26 per hour (plus % in lieu of benefits)
Start Date: mid to late August 2021
Posting Closes: July 23rd, 2021

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

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
- Ability to assist participants, volunteers and staff in continuous learning and development.
- Ability to motivate 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
- Criminal Record Check Required
- Current First Aid Certification
- Food Safe
- Use of personal vehicle for work
- Available to work afternoons and evenings

At the AYC, we value diversity and are proud to be an equal opportunity employer. All qualified candidates applying for positions will receive consideration for employment regardless of race, colour, ancestry, religion, gender, gender identity or expression, sexual orientation, national origin, age, marital status, or disability. We believe that differences enhance our team and our community. Please advise us if you require an accommodation during the application process

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

note: Job Description follows



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:

- Plan and coordinate programs
- Recruit, interview, train and supervise practicum students
- Develop new programs according to funding guidelines
- Assist in developing the staff team
- Report to the supervisor any issues with staff, volunteers or practicum students
- Facilitate programs with a focus on youth engagement
- Work in our youth centres and other programs ensuring the safety of the youth participants by enforcing rules and expectations through supervision and behaviour guidance
- 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 enhancing present programs
- Liaise with community members to build possible partnerships and maintain positive relationships
- Make referrals to appropriate agencies as needed
- Confer with supervisor regarding any issues you are unsure how to address
- Take on a leadership role in all programs involved in

Administration:

- Participate in meetings, workshops/training experiences related to local youth issues 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
- Complete the administrative duties required
- Establish a clear, defined course of action for self and team to accomplish short and long term goals
- Develop new ways or adapt existing ideas to help the AYC achieve desired outcome
- Build 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 / City personnel to coordinate effective delivery of all programs and ensure the programs success
- Ensure programs are meeting the set targets and minimum registration numbers
- Lead and develop staff, practicum students and volunteers
- Assist to prepare budgets and monitor expenses related to the programs