



## Job Description Youth Coordinator

### BRIEF OVERVIEW

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Reporting to the Director of Education, the Youth Coordinator is responsible for developing, delivering and evaluating programs for youth in the community to empower youth to become self-reliant, recognizing the value of health and wellness and to develop life skills. The Youth Program Coordinator liaises with Health and Education staff to integrate the values and strengths of other programs.

### KEY RESPONSIBILITIES

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The Youth Program is responsible for the following key functions.

#### **Program Coordination:**

- Develops an operational plan which incorporates goals and objectives for programs and services for youth, including program delivery and evaluation.
- Assists in the planning and organizing of programming, develops activities, special or cultural events, creates sports and recreation for groups aged 6 to 18, leads youth focus groups to develop leadership skills.
- Organizes activities which encourage youth and parents to take the initiative to learn and participate to carry positive behaviours forward with enthusiasm.
- Conducts needs assessment with the community and youth to identify gaps and provide targeted services.
- Carries out a communication strategy for public awareness of programs and events; encourages volunteer and parental involvement, as well as encouraging youth fundraising activities with local businesses.
- Provides direct services to clients, such as leading youth-oriented workshops/activities in order to support learning and physical activity in the community.
- Recognizes and assists youth at risk in the community.
- Develops workshops or activities to assist in self-esteem, self-awareness, conflict management, goal setting, genealogy and cultural interests.
- Recognizes achievements of participants and coordinates events celebrating successes.

#### **Collaboration/Community Engagement:**

- Liaises with health and social development teams to develop and coordinate priorities and activities relating to programs for youth.
- Attends community meetings and events to provide reports, or to lead related workshops and seminars.
- Participates in various community support, council and committee meetings.

#### **Administrative and Reporting:**

- Maintains accurate and confidential client files; ensures all required forms are set up in files (electronic and hard copy).
  - Prepares and submits regular activity reports to appropriate agencies, most importantly completing financial reporting & applications for respective government funding bodies.
  - Provides support in establishing operational policies for the program.
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Other duties as assigned/required.

| COMMUNICATIONS / CRITICAL SKILLS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | FOUNDATIONAL KNOWLEDGE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <ul style="list-style-type: none"><li>• Strong organizational, prioritization, and project management skills.</li><li>• Excellent communication and interpersonal skills.</li><li>• Ability to work independently and build effective interpersonal relationships.</li><li>• Strong organizational skills with the ability to manage concurrent projects and deadlines.</li><li>• Holds self accountable for achieving goals and personal development; delivers on commitments.</li><li>• Creates an environment where open, honest communication is valued and develops strong, cooperative relationships.</li><li>• Plans and organizes time effectively to meet goals and timetables visualizing needs for the future.</li><li>• Takes the initiative to identify new challenges or opportunities.</li><li>• Work independently and build effective interpersonal relationships.</li><li>• Self-regulate, meet deadlines, have attention to detail, and respect confidentiality.</li><li>• Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture.</li></ul> | <p><u>Required:</u></p> <p><b><i>Indigenous Perspective</i></b></p> <p><b><i>Western Ways</i></b></p> <ul style="list-style-type: none"><li>• Diploma in social work, counselling or a related field.</li><li>• One to two years social work or counselling experience, preferably working with youth in a direct service delivery environment.</li><li>• Knowledge of the Mental Health Act and Child and Family Act.</li><li>• Basic proficiency in using computers: Microsoft 365, Microsoft Word, Excel, Outlook, PowerPoint, and various video conferencing platforms.</li><li>• Valid driver's license (BC Class 5) and satisfactory driving record.</li><li>• Criminal records check (vulnerable sector).</li><li>• Emergency First Aid Certificate, and approved Level 1.</li></ul> <p><u>Preferred:</u></p> <ul style="list-style-type: none"><li>• Lived Experience residing in or working for a First Nation Band, specifically supporting with the development of children and youth in a culturally sensitive and relevant manner.</li><li>• Understanding of First Nations needs, issues, and concerns.</li></ul> |



| LEVELS of INFLUENCE<br>(DECISION MAKING & IMPACT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | WORKING CONDITIONS (MENTAL, PHYSICAL &<br>ENVIRONMENTAL DEMANDS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <p><b>4 Levels of Influence:</b></p> <ul style="list-style-type: none"> <li>Influence or Indirect Responsibility to Policy/Program(s)/Engagement;</li> </ul> <p><u>Decision-making:</u></p> <ul style="list-style-type: none"> <li><b>Frequency:</b> Low</li> <li><b>Complexity:</b> Low</li> </ul> <p><u>Impact:</u></p> <ul style="list-style-type: none"> <li><b>Reach:</b> Organization-wide plus External.</li> <li><b>Significance of errors:</b> Potential for substantial negative impact to the organization, including relational impacts/image.</li> </ul> | <p><u>Mental:</u></p> <ul style="list-style-type: none"> <li>Dealing with large amounts of data.</li> <li>Dealing with tight timelines/budget constraints.</li> <li>Dealing with highly sensitive situations, crisis management and conflict resolution.</li> <li>Making difficult decisions that may have impact on others.</li> </ul> <p><u>Physical:</u></p> <ul style="list-style-type: none"> <li>Work long hours using computer or other equipment.</li> <li>Work long hours or evenings/weekends.</li> <li>Lifting up to 10 - 50 lbs.</li> <li>Some travel is required.</li> <li>Work long hours may include standing, sitting, crouching, kneeling, bending, and/or walking.</li> </ul> <p><u>Environmental Conditions:</u></p> <ul style="list-style-type: none"> <li>Work is performed primarily in office or program care setting.</li> <li>Working in extreme weather (heat, cold, etc.)</li> <li>Some travel to affiliated organization locations required.</li> <li>May need to respond to rare after-hours or emergency calls.</li> </ul> |

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| Job Title: Youth Coordinator      | Job title External (if different):                           |
| Reports to: Director of Education | Pillars/Programs: Education                                  |
| Direct Reports: 0                 | Date: December 2024                                          |
| Overtime Eligible: Yes            | Expected Travel: 5%                                          |
| Financial Scope: Low              | Location: 3405 Mountain House Road Williams Lake, BC V2G 5L5 |

**SIGNATURES:** I have read, understand, and acknowledge receipt of this job description.

Date: \_\_\_\_\_ Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Employer Rep: \_\_\_\_\_ Signature: \_\_\_\_\_

