



Temporary Part-time Youth Program Coordinator (Mat-leave Coverage) JOB POSTING

Posted: Dec 19th, 2023

Castlegar & District Community Services Society invites applications for a Temporary Part-time Youth Program Coordinator position that will be covering a maternity leave for one year. The following will outline the details of this position.

Summary of the Duties and Responsibilities of the Position:

This position is up to 10 hours per week. Responsible for working in collaboration with youth, local organizations, and community members. Assist with development and facilitation of youth activities and youth held events. Assist in building relationships within the community with business, agencies and community members to best serve the youth population.

Details of the Position:

1. This position is set to work a minimum of 4 hours/week, up to the possibility of 10 hours a week in the spring 2024.
2. You must be available Friday evenings every week for programming
3. Job Classification is Program Coordinator 1 Grid 12(step 1)
4. Wage will be set at \$23.99 per hour
5. Full duties, responsibilities, education, training and experience required, and specific job skills and abilities for this position are laid out in the attached job description
6. Statutory benefits (CPP, EI, WCB) are included. On its own, the position does not qualify for Extended Health Benefits or Municipal Pension Plan benefits, as per Collective Agreement
7. You must be currently certified with First Aid and CPR.
8. You must have proper vehicle insurance to begin work – business class with \$5 million liability. CDCSS will reimburse the extra costs.

Start Date: On or about Monday January 22nd, 2024

Closing Date for Applications: Monday January 5th, 2024 at 4:30 p.m.

Application Process: Send via email your letter of interest (or job share proposal) and updated resume(s) by the closing date and time noted above to info@cdcss.ca. Please put *Youth Program Coordinator* in the subject line.

<JOB DESCRIPTION FOLLOWS>

Castlegar & District Community Services Society

Job Title: Temporary Part-Time Youth Program Coordinator (Mat-leave Coverage)

Effective Date: January 2024

Classification: Activity Worker Grid 8 (Step 1)

Reports to: Castlegar Youth Action Network Program Coordinator

Job Summary: This position is a minimum of 4 hours and up to 10 hours per week. Responsible for working in collaboration with youth, local organizations, and community members. Assist with development and facilitation of youth activities and youth held events. Assist in building relationships within the community with business, agencies and community members to best serve the youth population.

Key Duties and Responsibilities:

1. Assist CYAN Program Coordinator with networking and collaborating with youth, community groups, local government, educational institutions, and businesses on youth issues and needs in the Castlegar and District Area.
2. Work with the CYAN Program Coordinator in working with the youth, community groups, local government, educational institutions, and businesses to identify service gaps for youth, and identify needs and priorities.
3. Work with the youth to formulate and plan activities on a monthly basis
4. Collaborate with the youth, community groups, local government, educational institutions, and businesses with activity planning
5. Assist youth in planning and facilitation of activities, this includes transporting youth regularly to programming.
6. Manage petty cash funds and submit all receipts every two weeks.
7. Assist CYAN Program Coordinator with reporting tasks.
8. Other duties as assigned.

QUALIFICATIONS

Education, Experience, and Training:

At least one year in post-secondary education in the Human Services field. One year of recent or related experience of working with youth and developing and facilitating community activities.

Job Skills and Abilities:

1. Provides appropriate professional understanding and intervention in response to emotional, behavioural, and physical needs of clients.
2. Ability to understand the needs and perspectives of vulnerable people.
3. Ability to communicate well with clients including listening skills, patience, good boundaries, and a willingness to be helpful.
4. Good written and oral communication skills

5. Excellent organizational, time management and conflict management skills.
6. Excellent skills with people.
7. Maintains confidentiality of residents.
8. Exercises good judgement and discretion in dealing with confidential information.
9. Utilizes effective conflict resolution skills.

Other position details:

1. Duties must be performed in-person.