

WAK Youth Program Coordinator



Do you have experience working with youth in recreational settings, possess a strong work ethic that enables you to work both with a team and in an unsupervised capacity, and know how to have a good laugh too? Do you come with a strong work ethic and a playful personality that loves to work with youth too?

Then, this role may be for you!

Position Mandate

To design, develop and facilitate various drop-in youth centre activities that promote physical activity, healthy eating, positive personal development and wellness; and to engage and support WAK Youth Program participants and families in our community.

This role is currently for 20 hours per week (with potential for full time hours, pending grant funding). 12-15 of these hours are allotted to programming, with preparation hours making up the remainder.

Position Overview

- The program takes place at the Youth Arena in Smiths Falls, ON
- The Program Coordinator will oversee the WAK Youth Program, in accordance with the National Standards set out by Big Brothers Big Sisters of Canada. They will be responsible for providing an active, safe and supportive environment for youth to develop and enhance a healthy lifestyle through physical activity, fair play, and fun.
- Work with the team from Big Brothers Big Sisters of Lanark County in the fundraising and event planning activities of the agency
- Actively promote Big Brothers Big Sisters of Lanark County as per the mission statement of the agency

Reports To:

Program Supervisor

Duties

- Working under the supervision of the Program Supervisor, the Program Coordinator will develop, instruct and participate in a variety of physical activities aimed at engaging youth in fun, recreational and life-long learning objectives.
- Participate in the recruitment process of new participants.

- Gather and record data, as instructed by the Executive Director and/or Program Supervisor.
- Develop and implement youth programming, including an activity calendar and securing the resources (people, supplies, etc.) required to deliver on the activities as outlined.
- Develop and maintain healthy partnerships with local agencies, businesses, and people, who can assist in the delivery of program in a positive and/or meaningful way (as approved by the Program Supervisor).
- Utilize social media to promote the program and communicate with parents or participants.
- Orient, teach, and mentor new volunteers and facilitators.
- Participate in community meetings, groups and trainings related to the role of WAK Program Coordinator
- Plan, purchase, and provide a healthy snack to all participants, while accommodating dietary restrictions.
- Supervise the youth attending the program, while promoting safety and respect amongst all participants.
- Ensure a friendly and supportive atmosphere is maintained by developing appropriate strategies to support youth in maintaining their behavior.
- Ensure that the health and safety needs of the children are met and all health and safety issues are dealt with immediately and appropriately.
- Cleaning and tidying of the facility and ensuring the safe storage of equipment as per instructions laid out by staff from The Town of Smiths Falls.
- Other duties as required

Administrative Duties

- Report on a regular basis to Program Supervisor.
- Manage and direct WAK Youth Program volunteers.
- Maintain strict confidentiality as outlined in agency Privacy and Confidentiality Policy.
- Perform administrative functions, as required, to facilitate programming.

Goals

- To provide youth, ages 11-18 with positive, healthy mentors.
- To provide an active, safe and supportive environment for children to develop and enhance a healthy lifestyle through physical activity, fair play and fun.
- To work as a member of a team dedicated to excellent service for the children of Lanark County involved in Big Brothers Big Sisters programs

Evaluation

- Performance review at the end of a 3-month period and annually thereafter

Measures of Success

- Agency standards are being met or exceeded
- Children are being served according to the goals of the agency
- Enjoyment of the program by all children and full participation for the length of the program
- All expectations of management have been met

Qualifications

- Diploma in Child and Youth Education, Early Childhood Education, Social Service Worker, related fields, or equivalent experience.
 - Experience with and knowledge of leading youth activities and youth programs.
 - Ability to work as a team member in a dynamic, complex environment and organize time and workload appropriately.
 - Ability to communicate effectively both orally and in writing with all levels of staff, the public, and program participants, while maintaining objectivity and confidentiality.
 - Ability to establish and maintain effective working relationships with staff, volunteers, participants and parents.
 - Demonstrate good problem-solving skills.
 - Ability to perform the physical requirements of the job including frequent standing, walking, bending, kneeling, crouching. Ability to use various sports equipment in the program.
 - Current First Aid and CPR are an asset
 - Current Vulnerable Sector Check or willingness to obtain one
 - Valid driver's license and daily access to a vehicle
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Contract Period:

This position is contracted to the 31st of December, 2022 with the likelihood of renewal.

Still Interested?

Please send, to sandra.burelli@bigbrothersbigsisters.ca;

- 1) Your Resume
- 2) A one-minute video in place of your cover letter telling us why you think you are right for this role.

Please submit your application via e-mail by August 1, 2022

In accordance with our current vaccination policy, all employees must be vaccinated against COVID-19 in accordance with local health unit requirements. Proof of vaccination is required but will not be copied or retained.

BBBSLC is an equal opportunity employer that thrives on diversity and creativity. No applicant will be discriminated against on the basis of any grounds protected by The Human Rights Code.
