



March 9, 2020

Internal/External Job Posting - #YS18-20-01
YOUTH SERVICES CO-COORDINATOR – Part-Time

COLLINGWOOD NEIGHBOURHOOD HOUSE MANDATE

To promote the well-being of the Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

JOB OVERVIEW

The Youth Services Co-Coordinator is a management position at Collingwood Neighbourhood House. The Youth Services Co-Coordinator will ensure quality and sustainable programs are developed and delivered to meet the needs of the youth in the Renfrew-Collingwood Neighbourhood. The Youth Services department is comprised of four program areas, Youth Centre and Recreation, Youth Settlement, Peer-To-Peer Education and the Indigenous Youth C.R.E.W. Program. This Co-coordinator role is intended to provide leadership and support for the Youth Centre and Settlement programs.

JOB RESPONSIBILITIES

- Work closely in conjunction with the Director of Youth Services, Youth Services Coordinator and Renfrew-Collingwood service providers to conduct ongoing needs assessment and evaluation of existing youth programs and services.
- Provide and support leadership of youth programs and initiatives such as the Youth Centre and Youth Settlement Programs and other youth programs as needed.
- Provide leadership and support in creating and maintaining a department vision and values through responsive, inclusive, high quality programs, services and initiatives.
- Shared, collaborative leadership with the CNH management team to assist CNH's Board, members and staff in development of CNH's strategic and operational directions.
- Support with recruiting, training, supporting and evaluating staff. Ensure compliance with CNH's Human Resources Policy and Procedures.
- Develop community and youth participation as participants and volunteers to ensure services and programs address the changing needs of Renfrew-Collingwood youth. Develop and maintain strong relationships with our community partners who provide/work with CNH on youth services in our neighbourhood.
- Prepare program budgets, monitor program finances and ensure budget implementation. Maintain good relationships with funders and ensure reporting is timely and accurate.
- Identify funding resources and develop funding proposals and new programs in coordination with the Director of Youth Services.
- Work with staff to promote CNH's youth programs and services. Assist in development and maintenance of information on resources and support services for community youth member needs.

QUALIFICATIONS

- Post-secondary education and/or work experience related to Youth Work, Counselling, Social Services, Community Development or Education

- Minimum of 5 years of experience in youth work, engagement and leadership training
- Demonstrated interest, involvement and knowledge of community youth service providers
- Demonstrated experience and in-depth understanding of social justice and anti-oppression principles.
- Experience in program development, implementation and evaluation
- Experience in managing program budgets, grant writing and program reporting
- Experience in program, staff supervision and volunteer management
- Experience in youth advocacy and support
- Strong interpersonal, organizational, leadership and communication skills
- Strong understanding and awareness of youth needs within Renfrew-Collingwood
- Ability to network within the community and encourage/motivate youth to become engaged in the community
- Ability to work effectively in an intercultural environment
- Ability to work cooperatively in a non-profit and volunteer-based organization
- Ability to work flexible hours including weekends and weeknight
- First Aid Certificate or be willing to obtain
- Satisfactory Criminal Record Search

ASSETS

- Network of youth service providers and resources in Renfrew-Collingwood
- Second language
- Class 4 driver's license or willingness to obtain

JOB DETAILS

Salary: Starting at \$26.67 per hour
 Schedule: 14 hours per week, Availability on weekdays, Friday and Saturday evenings
 Expected Start: April 2020

APPLICATION PROCESS

Applicants must be legally entitled to work in Canada, with priority given to Canadian Citizens and permanent residents. If you are not currently authorized to work in Canada, the employer will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local applicants. Equality of opportunity and diversity is important to us. We do not discriminate on the basis of race, religion, color, ethnicity, gender, sexual orientation, age, marital status, or disability.

SUBMIT RESUMES AND COVER LETTER BY March 25, 2020

Please quote reference #YS18-20-01

Sanjeev Karwal, Director of Youth Services
 Collingwood Neighbourhood House
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 email: skarwal@cnh.bc.ca

NO PHONE CALLS PLEASE! ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED.