July 28, 2023
Internal/External Job Posting #YS07-23-01
Youth Programs Manager - Full-Time, Permanent

Collingwood Neighbourhood House’s mandate is 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
As the Youth Programs Manager, you will lead the development, implementation, and administration of three essential programs: The Peer to Peer Education Program, the All Genders Program, and the School's Out after-school program for pre-teens and youth in the Renfrew-Collingwood community.

The Peer to Peer program focuses on fostering holistic health and wellness among pre-teens, youth, and post-secondary mentors through a volunteer-based peer-to-peer mentorship model. This includes promoting social well-being, physical health, mental health, and more. The All Genders program creates a safe and inclusive space where gender-diverse youth and their allies can discuss important topics, build friendships, and engage in community, health, and social justice activities. Meanwhile, the School's Out programs provide grade 4-7 students with a secure and positive environment, offering wellness and developmental support during after-school sessions.

Guided by a social justice lens, these programs actively integrate principles of anti-oppression and inclusivity into their offerings. The primary goal is to contribute to the health and wellness of children and youth by providing them with essential information and tools to lead healthy and fulfilling lives.

As a manager, you will play a crucial leadership role within Collingwood Neighbourhood House’s Youth Services Team. Your dedication and expertise will help shape the lives of youth in the community, making a lasting and positive impact on their well-being and development.

Responsibilities
Program Development, Leadership, and Promotion:
• Design, develop, and lead the Peer to Peer program, ensuring its responsiveness to the evolving needs and strengths of the youth in our community.
• Take charge of developing and coordinating our School's Out after-school program, providing pre-teens with a safe and positive space for wellness and developmental support.
• Plan and organize educational workshops, skills development sessions, volunteer opportunities, and engaging events in collaboration with program staff and volunteers.
• Support and coordinate the All Genders Program, offering gender-diverse youth and allies a welcoming environment to discuss important topics and participate in community, health, and social justice activities.
• Build and maintain strong relationships with community partners and youth service providers to amplify the impact of our programs.
• Create and manage promotional materials, including flyers, social media content, and website updates, to effectively communicate program offerings to the community.
• Collaborate with the Director of Youth Services to develop and implement growth and effectiveness plans through thorough research and program evaluation.
Human Resource Management:
- Recruit and onboard team members, including bargaining unit employees, practicum students, and volunteers.
- Provide professional development and performance evaluations to ensure the team’s continuous growth and success.
- Develop and lead recruitment, training, and engagement opportunities for youth volunteers and leaders.
- Implement human resources policies and procedures, including staff recognition, performance evaluations, discipline, and discharge.
- Maintain personnel files and take necessary action when required.

Reporting, Financial Management, and Fundraising:
- Understand reporting and program requirements, ensuring accurate and timely completion of funder-related evaluations and reports.
- Keep meticulous records of program enrollment, activities, and participation.
- Oversee the timely processing of petty cash, payroll, and other administrative forms.
- Develop and monitor the annual program operating budget.
- Collaborate with the Director of Youth Services to identify resources and develop funding proposals as needed.

Organizational and Operational Leadership and Support:
- Actively participate in Management Team meetings to contribute to the organization’s strategic planning and enhance team cohesiveness.
- Participate actively in Youth Services Staff Team meetings to promote collaboration and ensure alignment with department goals.

Skills & Qualifications
- A passion for youth development and community engagement, with a strong commitment to making a positive impact in young people’s lives.
- A combination of relevant education and experience supporting the role. Preferred qualifications include an undergraduate degree in education, social work, social sciences, or health sciences/promotion, along with a minimum of two years of experience working with pre-teen and youth programs.
- Proven expertise in program development and leadership, with a successful track record of coordinating and implementing impactful youth-oriented initiatives.
- Strong organizational and planning skills, enabling effective management of multiple programs, workshops, and events.
- Excellent communication and interpersonal abilities, fostering the building of strong relationships with community partners, youth service providers, and program participants.
- Proficiency in creating compelling promotional materials across various channels, such as flyers, social media, and website content.
- Demonstrated ability to conduct research, analyze program effectiveness, and propose data-driven improvements to enhance the quality and reach of programs.
- Demonstrated experience in mentoring youth, developing youth leadership initiatives, and collaborating with community-based youth programs.
- Proven ability in designing volunteer training curricula and facilitating engaging workshops for youth.
- In-depth understanding and application of health promotion, social justice, and anti-oppression principles.
- Strong awareness of youth issues and needs within the community.
- Excellent research, project development, organizational, leadership, and communication skills.
- Adaptability to various work environments and strong problem-solving abilities.
- Proficient in program reporting.
- Possession of Standard First Aid Certification.
- Must be fully vaccinated against COVID-19

Assets
- Positive, fun, and engaging attitude, fostering a welcoming environment for program participants.
- Experience in program design and development.
• Knowledge of local youth service providers and resources.
• Proficiency in facilitation, public speaking, and interactive presentations.
• Design, graphics and marketing experience or skills.
• Grant writing experience.

Job Details
Salary: $29.32 - $30.95 per hour + Benefits
Schedule: 35 hours per week, Monday - Friday, some evenings and weekends
Location: Collingwood Neighbourhood House, Local Schools, Remote Working

The successful applicant will be required to provide a Criminal Record Check (CRC). Note that a previous conviction(s) not related to this position may not exclude applicants.

Application Process
Applicants must be legally entitled to work in Canada. If you are not currently authorized to work in Canada, CNH 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 and internal applicants. We encourage applicants with lived experience of structural inequity to apply, and in particular those who identify as Black, Indigenous, People of Colour, LGBTQ2IA+, and those living with a visible or invisible disability.

Please submit a cover letter and resume to:
Sanjeev Karwal
Director of Youth Services
Collingwood Neighbourhood House
5288 Joyce Street, Vancouver, BC
Email: skarwal@cnh.bc.ca

Please quote reference #YS07-23-01
CLOSING DATE: Thursday, August 17, 2023

APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED

We thank all individuals who apply for this position and will be contacting shortlisted candidates directly. No phone calls please.