Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

www.froghollow.bc.ca
2131 Renfrew Street
Vancouver, BC V5M 4M5

T: 604.251.1225
F: 604.254.3764
E: contact@froghollow.bc.ca

Youth Services Coordinator

The *Youth Services Coordinator* leads a high-energy, collaborative team to develop and implement exciting programs and services for youth ages 14-18 at Frog Hollow Neighbourhood House. The *Youth Services Coordinator* oversees the Youth Skills Development, Scholarship and Bursary, and Building a Safer Environment (BASE) Programs, in addition to the Youth Advisory Committee with support from Youth Programmers, practicum students, and youth volunteers. This is regular full time position with excellent benefits.

We are a driven and creative team that provides social and skill development activities for youth in the Hastings-Sunrise neighbourhood. Our work is centered around inclusion and equity, to build social connection and to break down discrimination through community building. We strongly encourage applications from Black, Indigenous, and People of Colour (BIPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities.

Position:	Youth Services Coordinator
Hours:	35 hours per week (including evenings, weekends)
Starting Wage:	ANHBC Band 9, $26.34/hour
Start Date:	August 2020

Duties and Responsibilities:

➢ Conduct community outreach and engage local youth to participate in all programs
➢ Develop and coordinate all youth programs and services
➢ Ensure that all youth programs are safe, accessible and inviting to youth of all ethnic and cultural backgrounds
➢ Work collectively with FHNH staff, participants and community services agencies to integrate youth services within all areas of FHNH and throughout our community service area
➢ Build capacity in youth to plan activities which provide opportunities for their physical, social, emotional and educational needs
➢ Supervise youth programs staff
➢ Oversee and manage the youth volunteer program
➢ Research funding opportunities for youth programs and write grant applications with the support of the Director of Youth Services
➢ Manage budgets, maintain program statistics, write grant applications for funding, complete interim and final reports for all youth programs and services
➢ Coordinate the youth programs participation in all Neighbourhood House-wide events
➢ Liaise and collaborate with community agencies
➢ Recruit and provide support for youth representatives on Community Board
➢ Facilitate workshops for youth in-person and virtually

Creating Our Community Together

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- ➢ Convene and chair Youth Advisory Committee meetings
- ➢ Maintain excellent program standards; conduct program evaluations and monitor targets
- ➢ Additional duties as assigned by supervisor

Qualifications:

- ➢ Post-secondary education in child and youth work, recreation, social work, or similar discipline
- ➢ At least 2 years of experience working with youth ages 14-18
- ➢ Experience working directly with youth from diverse racial, ethnic, and socioeconomic backgrounds
- ➢ Passion for youth engagement and community development
- ➢ Experience leading teams of staff, students, and volunteers
- ➢ Skilled workshop facilitator
- ➢ Demonstrated skills in outreach, program planning, implementation and evaluation
- ➢ Demonstrated grant writing and reporting skills
- ➢ Excellent financial management skills
- ➢ Broad knowledge of community resources available for youth, and working relationships with local youth service providers and grassroots organizations
- ➢ Class 5 and/or Class 4 driver's license or willingness to obtain is an asset
- ➢ Current First Aid and CPR certification or willingness to obtain
- ➢ Second Language is an asset

Please quote "Youth Services Coordinator" in the email subject *and submit a resume and cover letter in one pdf to*
Shawna Mikkelsen, Director of Youth Services & Communications at resumes@froghollow.bc.ca*.*
Applications will be accepted on a rolling basis until the position is filled.
Only short-listed candidates will be contacted.

ASSOCIATION OF
NEIGHBOURHOOD
HOUSES BC

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