

Community Connections

Youth Program Coordinator

The Youth Program Coordinator is responsible for the development, implementation, and evaluation of programs for youth provided by Community Connections through the Clinical Services Program.

The Youth Program Coordinator will be a member of the Clinical Services Team and report to the Supervisor of Clinical Services. In addition to program responsibilities, the Youth Program Coordinator will also provide direct service to youths through counselling, small and large group facilitation, case management, outreach activities as well as participation in structured educational, recreational, and vocational workshops and training programs.

A. Responsibilities:

Research and Development:

- Assess the program requirements of youth in the community.
- Communicate with youth to determine their needs and interests.
- Communicate with organizations that represent youth to determine needs and interest of youth including local Elementary Schools and the High School, the Ministry of Children and Family Development, R.C.M.P., City of Revelstoke, and other related organizations.
- Research funding sources and project requirements.
- Access funding and prepare financial proposals.
- Ensure program information is available.
- Evaluate the effectiveness of programs.

Plan and Implement Programs:

- Schedule activities, facilities, and volunteers as required.
- Recruit, train and oversee volunteers.
- Monitor the use of equipment and facilities.
- Supervise and lead activities for youth.
- Promote youth programs through local organizations and media.
- Develop the "therapeutic camp" program for youth in consultation with Clinical Team members.

Administer Programs:

- Prepare a Youth Program budget.
- Prepare financial and program reports.
- Record information on and prepare reports concerning youth programs, costs, number of participants and equipment and facility use.
- Ensure all programs and activities are implemented according to relevant legislation, policies and procedures.
- Maintain appropriate documentation on youth receiving case management, outreach, and/or group services.

Case Management/Outreach:

- Identify "at risk youth" in consultation with community organizations including RCMP, MCFD, School District #19 and other key stakeholders.
- Collaborate with Youth in identifying abilities, skills, and desires and support them in achieving their preferred lifestyle.
- Facilitate youth in connecting with supports in the community.

Perform Other Duties As Required:

Community Connections

B. Skills, and Abilities:

(The knowledge, skills, and abilities required)

Knowledge:

The incumbent must have knowledge in the following areas:

- Legislation, regulations, policies, and procedures for involving youth in community programs.
- Legislation, regulations, policies, and procedures for program development and implementation.
- Principles/philosophy of adventure-based learning.

Skills and Abilities:

The incumbent must demonstrate the following skills:

- Ability to design and implement youth programs.
- Decision-making skills.
- Team building skills.
- Group facilitation skills.
- Counselling skills.
- Ability to listen to understand.
- Effective verbal and written skills.
- Computer skills including ability to operate word-processing, graphics, accounting programs.
- Organizational and time management skills.

Personal Attributes:

The incumbent must demonstrate the following personal attributes:

- Energy and enthusiasm.
- Flexibility.
- Team player.
- Cultural awareness and sensitivity.

Authorization:

Executive Director:

Date:

Supervisor:



June 24, 2010

I acknowledge and understand the above job description and associated responsibilities:

Signature: _____ Date: _____