



JOB DESCRIPTION

POSITION:	Youth Program Coordinator
EFFECTIVE DATE:	April 1, 2024
DEPARTMENT:	Recreation
REPORTS TO:	Assistant Recreation Manager – Programs & Events UTown@UBC Youth Programming Committee
DIRECT REPORTS:	Youth Activity Leader

JOB SUMMARY

Reporting to the Assistant Recreation Manager – Program & Events, the Youth Program Coordinator is responsible for providing recreational, cultural, well-being and educational programs for youth residing in UTown@UBC, in Acadia Park family housing, and in the five neighborhoods of the UNA. This position will develop, coordinate and deliver a UBC youth leadership program and youth-oriented programming in the UNA, as well as coordinate youth volunteers and provide on-site support for youth in the UBC and UNA community.

OVERALL GOALS FOR THE POSITION

1. Develop and deliver quality leadership programming for UNA, UBC and Acadia Youth
2. Effectively coordinate youth volunteers for programming and events and track their hours
3. Ensure that best practice, in regard to youth programming and development, is consistently followed

ROLES, RESPONSIBILITIES AND EXPECTATIONS

Programming

1. Focus programming on skills development, community service and well-being along with social connection and community building in the UNA & UTown@UBC Community.
2. Encourage youth guidance and leadership during program development and delivery.
3. Support, coordinate, and deliver additional youth programming occurring in the community such as (but not limited to):
 - UTown@UBC Community Grants awarded to youth
 - Youth Leadership
 - Pre-Teen Youth Leadership
 - Community Youth-led Programs (Band, Dance, Psychology Club, etc.)
 - The Community Youth Volunteer Programs
 - Outdoor Adventure Club
4. Hire, train and supervise Youth Activity Leader in the delivery of youth programming.
5. Work with the Seniors Coordinator to manage the Youth & Senior Centre, creating a functional, vibrant and welcoming space.
6. Provide programming and on-site supervision for the Youth Centre in the Wesbrook Community Centre.

7. Use both qualitative and quantitative feedback on youth needs to guide programming needs and allocation of resources.
8. Oversee program budget.
9. Search and apply for grants supporting youth initiatives.

Program Coordination

1. Develop, coordinate and evaluate youth programs.
2. Schedule and coordinate community centre programming.
3. Create programming surveys and assess community needs to assist in the provision of programs.
4. Analyze data to determine the success of programs.
5. Encourage equal participation from youth in Acadia Park and the UNA.
6. Support youth in development and delivery of their own initiatives, committees and programs.
7. Provide opportunities for leadership, skills development, and capacity building for those taking leadership roles in programs.

Program Administration

1. Assist in developing community centre administrative and program procedures.
2. Coordinate program-related logistics.
3. Assist in hiring new instructors and coordinates instructor contracts for each program.
4. Ensure that program instructors meet the necessary requirements to work with youth.
5. Maintain the orderly functioning of UNA community centres including the maintenance of equipment and supplies.
6. Provide general office and staff support.

Program Communication

1. Communicate with UNA/community centre staff, instructors, and programming partners in various media to promote community centre programming.
2. Produce and develop program content for the Recreation Program Guide, UNA website, and other promotional assets.
3. Promote youth programming through both Acadia Park and UNA communication channels.

Volunteer Coordination

1. Promote volunteerism amongst youth in the UNA, UTown@UBC and Acadia Park communities.
2. Provide regular and accessible opportunities for volunteering.
3. Provide accessible volunteer orientations, training and supervision that is guided by WorkSafe procedures.
4. Provide support for youth volunteers at UNA, UTown@UBC and Acadia Park community events, allowing for greater engagement and skill development of the youth volunteers.
5. Create opportunities for volunteers to explore the community by connecting them with volunteer opportunities available with community partners on campus.
6. Provide youth volunteers with support in regards to goal setting, professional development, reference building resources, and reference letters.

Community Engagement

1. Have a visible presence in all UNA neighbourhoods and Acadia Park through participation in community events, programming in community spaces (such as the Old Barn, Westbrook Community Centre, and the Acadia Commons Block), service projects within the community, and the promotion of activities.
2. Provide youth with additional connections into the broader UBC community, Vancouver, BC and Canada through collaborations and communication of opportunities.
3. Champion youth involvement within the community, support youth involvement at community events, and ensure community members, staff and volunteers maintain engagement with youth.

SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED

Education requirements:

- Degree or Diploma in Social Work, Recreation, Community Planning or Development and/or Leisure Services.

Experience requirements:

- Minimum of 2 years of experience working with youth.
- Minimum of 2 years of experience working within and/or coordinating cultural, recreation, sport or community leisure services
- Experience in a municipal setting is preferred
- Experience in designing community centre programming.
- Specific experience in fitness and social programs and community engagement will be considered a benefit
- Experience in analyzing programming statistics and producing periodic reports for executive review
- Criminal record check required.

Technical knowledge, skills & abilities requirements:

- The ability to establish and maintain effective internal and external relationships that involve wide range of stakeholders
- Ability to maintain confidentiality in all matters of a sensitive, political or controversial nature including appreciation of the sensitivity of political issues affecting the UNA

Soft skill requirements:

- Think Strategically – Assess options and actions based on trends and conditions in the environment, and the vision and values of the UNA.
- Build Relationships – Establish and maintain effective working relationships internally and externally to achieve the goals of the UNA.
- Creativity/Innovation – Develop new and unique ways to improve operations of the UNA and to create new opportunities.
- Focus on Community Needs – Anticipate, understand, and respond to the needs of internal and external members and residents to meet or exceed their expectations within the UNA parameters.
- Plan – Determine strategies related to the role's accountabilities to move UNA forward, sets goals, creates and implements actions plans, and evaluates the process and results.
- Lead – Positively influence others to achieve results that are in the best interest of the UNA.
- Make Decisions – Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the UNA.
- Organize – Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Solve Problems – Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Communicate Effectively – Demonstrate excellent verbal and written communication skills.
- Foster Teamwork – Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness.
- Adaptability – Demonstrate flexibility, versatility and tolerance in a changing work environment while maintaining effectiveness and efficiency.
- Discretion – Understand and demonstrate ethical behaviour and business practices.