



Job Description

Position: Youth Program Coordinator

Department: Recreation

Reports To: Assistant Recreation Manager – Programs & Events

Status: Regular Full-Time, Salary (35 hours/week)

Effective Date: May 29, 2026

Position Summary

Reporting to the Assistant Recreation Manager – Programs & Events, the Youth Program Coordinator is responsible for the development, coordination, delivery, and evaluation of recreational, cultural, well-being, and educational programs for youth residing in UTown@UBC, Acadia Park family housing, and the five UNA neighbourhoods, with a specific emphasis on tweens and teens as priority populations. The position provides on-floor support and visible supervision during peak youth engagement times at Wesbrook Community Centre, the Youth Centre, Old Barn Community Centre, and other UNA community spaces, and leads youth leadership and volunteer initiatives across the community.

Working Conditions

- Standard schedule:
 - Tuesday – Friday: 1:00 p.m. – 8:30 p.m.
 - Saturday: 10:00 a.m. – 5:30 p.m.
 - Total: 35 hours per week.
- Regular evening and weekend work is required to align with after-school, drop-in, and special event programming for tweens and teens.
- Work is performed in community centres, the Youth Centre, gymnasiums, outdoor spaces, schools, and other partner locations within UTown@UBC and UNA neighbourhoods, with occasional off-site meetings and events.
- The position may require standing and walking for extended periods, light lifting of program equipment and supplies, and working in busy, noisy environments with groups of youth.

Key Responsibilities

1. Youth and teen programming

- Develop, implement, and evaluate high-quality youth programs with a particular focus on tweens (grades 5–7) and teens (grades 8–12), including leadership, recreation, social, and well-being initiatives.
- Plan and deliver youth leadership pathways such as Youth Leadership, Pre-Teen Youth Leadership, and emerging teen leadership cohorts that build skills in communication, teamwork, inclusion, community service, and event planning.
- Provide on-site supervision and active engagement in the Youth Centre at Wesbrook Community Centre and other youth spaces during after-school, evening, non-instructional-day, and weekend programs to ensure safe, welcoming, and youth-friendly environments.

- Encourage youth voice and co-design by incorporating structured opportunities for tweens and teens to guide program content, schedules, and special projects.
- Support, coordinate, and deliver existing and new youth initiatives such as UTown@UBC Community Grants for youth, Community Youth Volunteer Programs, Outdoor Adventure Club, and youth-led clubs and activities.
- Hire, train, schedule, coach, and supervise the Youth Activity Leader and other casual staff involved in youth programming, in accordance with UNA policies and procedures.
- Monitor program participation, behaviour, and group dynamics and respond to incidents, conflicts, and emergencies in a calm, consistent, and youth-centered manner.

2. Program coordination and evaluation

- Develop, coordinate, and maintain a coordinated calendar of youth, tween, and teen programs across Wesbrook Community Centre, Old Barn Community Centre, Acadia Park, and other UNA neighbourhood sites.
- Conduct needs assessments, youth and parent surveys, focus groups, and informal outreach to identify emerging interests and barriers for tweens and teens, and use findings to shape program offerings.
- Collect, track, and analyze program statistics (enrolment, demographics, attendance, revenues, costs, and outcomes) and prepare periodic reports and summaries for Recreation management and the UNA Board, as requested.
- Work collaboratively with other Recreation staff to align youth programs with seasonal Program Guides, facility schedules, and community events.
- Identify trends in youth engagement, recreation, and social well-being (locally and more broadly) and make recommendations for new or adjusted programs that respond to community needs and UNA strategic priorities.

3. Program administration and risk management

- Assist in developing, implementing, and updating administrative and program procedures related to youth, tween, and teen services, consistent with UNA policies, privacy requirements, and child/youth protection guidelines.
- Coordinate logistics for youth programs, including room bookings, equipment and supply purchases, custodial and facility requests, and transportation and risk management planning for off-site activities.
- Support the hiring and onboarding of program instructors and contractors; coordinate contracts, schedules, and performance feedback related to youth programs.
- Ensure all staff, instructors, and contractors working with youth hold required certifications (e.g., Criminal Record Check, first aid, coaching certifications as applicable) and maintain appropriate documentation.
- Monitor youth-related equipment and program spaces for safety, cleanliness, and suitability, and report issues or maintenance needs to the appropriate staff.

4. Communication and outreach

- Promote youth, tween, and teen programs through multiple channels including the Recreation Program Guide, UNA website, teen-focused webpages, digital screens, community posters, and school/community outreach.
- Work with UNA Communications to develop age-appropriate social media, newsletters, and real-time communication strategies that engage tweens, teens, and their caregivers.

- Respond to inquiries from parents, guardians, youth participants, instructors, and partners in a timely, professional, and respectful manner, maintaining confidentiality as required.
- Represent UNA youth programs at internal meetings and external stakeholder tables, and build strong relationships with UBC units, schools, student groups, and community organizations supporting youth.

5. Volunteer and youth leadership coordination

- Promote volunteerism among youth, tweens, and teens in the UNA, UTown@UBC, and Acadia Park communities, highlighting opportunities connected to recreation, events, and community building.
- Recruit, screen, train, schedule, and supervise youth volunteers in accordance with WorkSafeBC, UNA policies, and best practices for youth engagement.
- Develop clear volunteer role descriptions and learning outcomes with particular attention to entry-level experiences for tweens and progressive leadership roles for older teens.
- Maintain accurate volunteer records, hours, and evaluations and prepare summary statistics and reports, including for school, scholarship, or reference requests.
- Support youth volunteers in setting personal goals, reflecting on their experiences, and connecting to further education, training, and employment pathways.

6. Community engagement and partnerships

- Maintain a visible and approachable presence in UNA neighbourhoods and at youth, tween, and teen programs to build relationships and foster a sense of belonging.
- Act as a champion for youth across UNA programs and facilities by promoting positive youth development, intergenerational connections, and inclusive practices.
- Build and sustain partnerships with UBC, local schools, student organizations, and community agencies to support joint initiatives, shared spaces, and expanded opportunities for youth.
- Connect youth with broader opportunities in UBC, Vancouver, British Columbia, and Canada, including leadership conferences, grants, and training programs where appropriate.

7. Financial management and grants

- Assist with the preparation and monitoring of budgets for youth, tween, and teen programs, ensuring that services are cost-effective, revenue and expense targets are tracked, and purchasing complies with UNA financial policies.
- Identify external funding and grant opportunities that support youth initiatives and, in collaboration with Recreation management and partners, support the preparation of grant applications and reports.

Qualifications

Education

- Degree or Diploma in Physical Education, Human Kinetics, Recreation, Social Work, Community Planning or Development, Leisure Services, Education, or a related field.
- An equivalent combination of education and experience may be considered.

Experience

- Minimum of 2 years of experience working directly with youth, including tweens and teens, in recreation, sport, education, youth work, or community leisure services.
- Minimum of 2 years of experience coordinating community or municipal recreation programs, ideally including youth leadership, drop-in, and after-school programs.
- Experience designing and evaluating community centre programs, including familiarity with participant needs in culturally diverse communities.
- Experience in fitness, social, and well-being programs and broader community engagement is considered an asset.
- Experience analyzing program statistics and preparing reports for management, executive, or Board review.
- Experience supervising staff and/or volunteers in a recreation or youth-serving environment is preferred.
- Successful completion of a Police Information Check with Vulnerable Sector Screening is required prior to employment and must be maintained as a condition of employment.

Technical knowledge, skills, and abilities

- Ability to establish and maintain effective relationships with youth, tweens, teens, parents, caregivers, instructors, colleagues, community partners, and diverse cultural groups.
- Demonstrated ability to create inclusive, safe, and engaging environments for youth, with awareness of youth development, trauma-informed practice, and equity, diversity, and inclusion principles.
- Proficiency with standard office software (e.g., Microsoft Word, Excel, Outlook) and the ability to learn recreation registration and facility booking systems such as Explor Recreation or similar platforms.
- Strong written and verbal communication skills, including the ability to prepare program descriptions, reports, and promotional materials tailored to youth and families.
- Strong organizational and time-management skills with the ability to manage multiple programs, priorities, and deadlines in a busy environment.
- Ability to maintain confidentiality in all sensitive, political, or controversial matters relating to the UNA and its residents.

Core competencies

- Strategic thinking: Assesses program options based on youth trends, community feedback, and UNA vision and goals.
- Relationship building: Builds trusting relationships with youth, tweens, teens, families, staff, and partners and navigates conflicts constructively.
- Leadership: Models positive behaviour, mentors youth and volunteers, and provides clear direction and feedback to staff.
- Creativity and innovation: Designs engaging, youth-driven programs and adapts quickly to changing interests and needs.
- Community focus: Demonstrates a strong service orientation, with the ability to anticipate and respond to resident and youth expectations.
- Planning and organization: Plans, schedules, and evaluates multiple programs and events while tracking details and documentation.
- Decision-making and problem-solving: Uses sound judgment to respond to incidents,

safety issues, and program challenges.

- Teamwork and collaboration: Works cooperatively within the Recreation team and across departments to support UNA-wide initiatives.
- Adaptability and flexibility: Comfortable working evenings, weekends, school breaks, and in a variety of indoor and outdoor settings.
- Discretion and ethics: Demonstrates ethical conduct and discretion consistent with UNA standards and the sensitivity of issues affecting youth and the community.

Compensation and benefits

- Salary range (2026): \$50,000 – \$68,000 annually (prorated to 35 hours/week); midpoint \$57,500.
- Eligible for UNA benefits package following successful completion of a 3-month probationary period, in accordance with UNA policies.