



JOB POSTING

POSITION: Youth Program Coordinator

DEPARTMENT: Recreation

REPORTS TO: Assistant Recreation Manager – Programs & Events

STATUS: Salary (35 hours/week)

EFFECTIVE DATE: May 26, 2026

ABOUT THE ROLE

The University Neighbourhoods Association (UNA) is seeking a dynamic and innovative Youth Program Coordinator to develop, coordinate, and deliver recreational, cultural, well-being, and educational programs for youth residing in UTown@UBC, Acadia Park family housing, and the five UNA neighbourhoods.

Reporting to the Assistant Recreation Manager – Programs & Events, this role provides on-site support and supervision for youth programming, coordinates youth volunteers and leadership initiatives, and maintains a visible presence during key youth engagement times at Wesbrook Community Centre, the Youth Centre, and other UNA community spaces.

WORKING HOURS

Tuesday – Friday: 1:00 p.m. – 8:30 p.m.

Saturday: 10:00 a.m. – 5:30 p.m.

Total: 35 hours per week

The schedule is designed to align with peak youth engagement times, ensuring on-floor presence during after-school programs, drop-ins, evening activities, and weekend programming, while preserving dedicated time for planning, coordination, and partnership development.

COMPENSATION & BENEFITS

Salary Range (2026): \$50,000 – \$68,000 annually (prorated to 35 hours/week)

Midpoint: \$57,500

Employee Benefits: Available following successful completion of a 3-month probationary period

KEY RESPONSIBILITIES

Programming

- Develop and deliver quality leadership programming focused on skill development, community service, well-being, and social connection for UNA, UBC, and Acadia youth
- Encourage youth guidance and leadership during program development and delivery, including structured opportunities for youth input and co-design
- Support, coordinate, and deliver additional youth programming including UTown@UBC Community Grants, Youth Leadership, Pre-Teen Youth Leadership, Community Youth Volunteer Programs, and Outdoor Adventure Club
- Hire, train, schedule, and supervise the Youth Activity Leader in program delivery
- Provide programming and on-site supervision for the Youth Centre at Wesbrook Community Centre with visible presence during after-school, evening, weekend, and non-instructional-day programs

- Oversee program budgets and identify cost-effective approaches
- Search for and apply to grants supporting youth initiatives in collaboration with Recreation management

Program Coordination

- Develop, coordinate, and evaluate youth programs across all UNA neighbourhoods and Acadia Park
- Schedule and coordinate community centre youth programming at Wesbrook Community Centre, Old Barn Community Centre, and other community spaces
- Create programming surveys and conduct needs assessments to inform program offerings
- Collect and analyze program data to determine reach, quality, and outcomes, and prepare periodic reports for management and Board review
- Support youth in developing and delivering their own initiatives, committees, and programs
- Provide opportunities for leadership, skills development, and capacity building

Program Administration

- Assist in developing and updating community centre administrative and program procedures related to youth services
- Coordinate program-related logistics including space bookings, equipment, supplies, and risk management
- Assist in hiring instructors and coordinate instructor contracts
- Ensure program instructors and contractors meet all requirements to work with youth, including certifications and background checks
- Monitor and report on youth-related equipment and facility conditions

Program Communication

- Communicate with staff, instructors, programming partners, and families using various media to promote youth programming
- Produce content for the Recreation Program Guide, UNA website, teen-focused webpages, and promotional materials
- Collaborate with UNA Communications to support age-specific social media and real-time communication strategies

Volunteer Coordination

- Promote volunteerism among youth in the UNA, UTown@UBC, and Acadia Park communities
- Provide regular, equitable, and accessible volunteer opportunities linked to youth programming and community events
- Deliver volunteer orientations, training, and supervision guided by WorkSafe BC procedures and UNA policies
- Maintain accurate volunteer records and prepare summary statistics as required
- Support youth volunteers with goal setting, professional development, and reference letters

Community Engagement

- Maintain visible presence in all UNA neighbourhoods and Acadia Park through participation in community events and youth programming
- Connect youth with broader UBC community, Vancouver, BC, and Canadian opportunities
- Champion youth involvement and encourage positive engagement with youth across all UNA programs

QUALIFICATIONS



Education

- Degree or Diploma in Physical Education, Human Kinetics, Recreation, Community Planning or Development, Leisure Services, or related field

Experience

- Minimum 2 years of experience working within and/or coordinating cultural, recreation, sport, or community leisure services
- Experience in municipal or community-based recreation setting preferred
- Experience designing and coordinating community centre programming, ideally including youth leadership and drop-in programs
- Experience with fitness, social programs, and community engagement considered an asset
- Experience analyzing programming statistics and producing reports for executive and/or Board review
- Successful completion of a criminal record check required

Technical Skills

- Ability to establish and maintain effective relationships with youth, parents, partners, and community agencies
- Ability to maintain confidentiality in sensitive, political, or controversial matters
- Competence in standard office software and recreation registration/booking systems (or willingness to learn)

Core Competencies

- Strategic thinking and ability to assess options based on community trends and UNA vision
- Strong relationship-building and communication skills (verbal and written)
- Creativity and innovation in developing youth engagement opportunities
- Focus on community needs with ability to anticipate and respond to resident expectations
- Planning and organizational skills with ability to set priorities and track progress
- Leadership skills to positively influence youth, volunteers, and colleagues
- Decision-making and problem-solving abilities
- Teamwork and collaboration skills
- Adaptability and flexibility in changing work environments, including evenings, weekends, and non-instructional days
- Discretion and ethical conduct consistent with UNA standards

TO APPLY

Please submit your resume and cover letter to Alina Stadnyk, Assistant Recreation Manager
alina.stadnyk@myuna.ca

Application Deadline: June 21, 2026

The UNA is committed to employment equity and encourages applications from all qualified individuals. We thank all applicants for their interest; however, only those selected for an interview will be contacted.