

## Youth Program Coordinator Job Posting

**Job Type:** Term Part-Time

**Term Length:** March 15, 2024 - June 28, 2024

**Wage:** \$18.25 / hour

**Schedule:** Wednesdays & Fridays 3:00pm - 6:00pm (plus additional admin time for a total of 8.5 hrs/week)

*For over 40 years, BGC Winnipeg, one of Winnipeg's largest child and youth-serving charitable organizations, has provided programming directly to children and youth in vulnerable neighbourhoods.*

*FREE Community-based services. Positive relationships. Life-changing programs. We provide safe, supportive places where all kids and teens, of all backgrounds, can experience new opportunities, overcome barriers, and develop confidence and skills for life. Our Clubs are safe, positive places for children and youth ages 6-18 years old go after school, and during school breaks where they can find a sense of belonging and respect. We offer an environment where children can express themselves and participate in an amazing variety of activities, a place they can go to enjoy a meal or snack, and a place where they can meet friends and talk to positive adults who care about them.*

[www.bgcwinnipeg.ca](http://www.bgcwinnipeg.ca)

### **THE ROLE**

The Youth Program Coordinator has a leading role at the club. They are responsible for nurturing positive relationships and positive communications, planning and delivering programs, maintaining program records, money management, supervising staff and volunteers, promoting safety, and dealing with incidents and sensitive issues.

Program Coordinator is someone that enjoys working with children and youth. They are a positive role model that can build healthy, positive relationships to support children and youth to set goals and reach their potential. They are experienced in planning engaging, purposefully activities and programs in a variety of areas such as arts and culture, sports and recreation, leadership and service to the community, health and life-skills, and education and career exploration. They are comfortable and confident in leading activities for small and large groups of children and has positive group and behaviour management skills. Their excellent leadership and communication skills builds a positive workplace where the staff feel valued, supported and have clear direction.

### **REQUIRED SKILLS AND ABILITIES:**

- Strong knowledge and experience planning and leading activities for children and youth.
- Experience supervising and leading staff and or volunteers
- Effective interpersonal communication and listening skills.
- Strong organizational and time management skills
- Knowledge and experience within cross-cultural settings.
- Knowledge of youth development, impact of trauma, and community resources.
- Has a strong commitment to social justice, EDI and truth and reconciliation.
- Must have and maintain a Full Class 5 Manitoba Driver's License with a clear Driver's Abstract.

- Access to a reliable vehicle
- **Be able to provide clear criminal record and child abuse registry checks obtained within the past 6 months**
- **Willing to obtain a class 4 professional drivers license within 3 months of employment**

**ASSETS:**

- Pursuing or have a post-secondary education in Education, Child and Youth Care or related social sciences field
- Petty cash management and budgeting experience
- Current and valid First Aid & CPR certification
- Valid class 4 professional drivers license

If interested, please forward your cover letter and resume in confidence to [hr@bgcwinnipeg.ca](mailto:hr@bgcwinnipeg.ca) and include position you are applying for.

The hiring process is ongoing until position is filled.

*BGC Winnipeg is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and any other persons from diverse backgrounds. We offer accommodations to applicants with disabilities throughout our hiring process, upon request.*