



Youth Program Coordinator

Including UTown@UBC youth programs

Job Summary

This position is to provide recreational, cultural, wellbeing and educational programs for youth residing in UTown@UBC (which includes 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 will coordinate and support youth volunteers and additional programming that includes but is 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

This position will also provide on-site support for youth in the Wesbrook Teen Centre and UNA, UTown@UBC, and Acadia Park community events.

Job Responsibilities

1. Program Development

- Programming will focus on skills development, community service and wellbeing along with social connection and community building in the UNA & UTown@UBC Community.
- Encourage youth guidance and leadership during program development and delivery.
- Support, coordinate, and deliver youth programming that has been identified as priorities through qualitative and quantitative feedback.
- Provide programming and on-site supervision for the Teen Centre in the Wesbrook Community Centre.

2. Program Coordination

- Responsible for the development, coordination, and evaluation of youth programs.
- Schedules and coordinates community centre programming.

- Creates programming surveys and assesses community needs to assist in the provision of programs. Analyzes data to determine the success of programs.
- Encourage equal participation from youth in Acadia Park and the UNA.
- Support youth in development and delivery of their own initiatives, committees, and programs. Provides opportunities for leadership, skills development, and capacity building for those taking leadership roles in programs.
- Responsible for youth program administration
 - Assists in developing community centre administrative and program procedures.
 - Coordinates program related logistics.
 - Assists in hiring new instructors and coordinates instructor contracts for each program. Ensures that program instructors meet the necessary requirements to work with youth.
 - Maintains the orderly functioning of the Teen Centre and youth program related equipment and supplies.
 - General office and staff support.
- Responsible for communicating with UNA/community centre staff, instructors, and programming partners in various media to promote community centre programming.
- Responsible for the production and development of content for the Recreation Program Guide and UNA website.
- Promote youth programming through both Acadia Park and UNA communication channels.

3. Volunteer Recruitment, Orientation and Coordination

- Promote volunteerism amongst youth in the UNA, UTown@UBC and Acadia Park communities.
- Support youth in goal setting, professional development, and reference building.
- Recruit and coordinate youth volunteers to support community centre programs, events, and services.
- Provide volunteer orientations, trainings and supervision that is guided by the UNA's code of conduct and WorkSafe procedures.
- Administrate youth volunteer hours and provide reference as required by youth volunteers.
- Host annual youth volunteer appreciate event and other social events that connect, appreciate, and engage youth in the community.
- Connect youth with volunteer opportunities with community partners on campus.



4. Community Connection

- Champion the youth involvement within the community and promote their presence in all UNA neighbourhoods and Acadia Park through participation in community events, programming in community spaces (such as the Old Barn, Wesbrook Community Centre, and the Acadia Commons Block), service projects within the community, and the promotion of activities.
- Connect youth and youth volunteers with staff and community members.
- Connect youth with the broader UBC community, Vancouver, BC and Canada through collaborations and communication of opportunities.

5. Special responsibilities as assigned

Job Particulars

- Full time permanent.
- UNA Benefits package included.
- Criminal record check required.
- Valid class 5 driver's license and first aid certification preferred.

Reports to:

- UNA Assistant Recreation Manager.
- UTown@UBC Youth Programming Committee.

Supervises:

- Youth Activity Leader.
- Youth Volunteers.
- Program Instructors.

Application Deadline:

Please send your cover letter and resume to programs@myuna.ca before July 31, 2020. We appreciate all applications; however, only short-listed candidates will be contacted for an interview.