



Yukon Literacy Coalition

Job Description

Youth Program Coordinator

12 month Term

Job Summary

This job has three areas of focus:

1. Youth Financial Literacy teaching youth about the importance and value of money; increasing their chances of living financially secure lives as adults. This activity requires the Youth Program Coordinator to develop, facilitate, and evaluate youth financial literacy workshops; working with a wide range of student abilities and learning styles to engage children and youth ages 5 – 18 in learning about finances in a safe and exciting workshop.
2. Developing and delivering a tri-territory Northern Youth Employment project within the Yukon. This position will work collaboratively with counterparts in Nunavut and the Northwest Territories to ensure smooth and effective program delivery to enhance the literacy, essential skills and employability of Northern youth and facilitate a better quality of life through lifelong learning, employment, and education.
3. Participating in the development of new initiatives and contributing to the work of the Yukon Literacy Coalition

Duties

Youth Financial Literacy:

- Research and develop Child and Youth Financial Literacy workshops for ages 5 - 18
- Coordinate and facilitate Child and Youth Financial Literacy workshops throughout Yukon schools and recreation centres.
- Promote the Child and Youth Financial Literacy program with partner organizations throughout the Yukon
- Research and apply for funding opportunities as related to Youth Financial Literacy
- Complete quarterly activity reports and submit to Director of Operations

Youth Employment Project:

- Work with the tri-territory Project Team to develop the overall project design framework, detailed workplan and schedule for the project
- Develop Yukon learning modules and training program models for employment readiness and work experience
- Recruit Yukon youth program participants using a range of methods including social media, community information sessions and one-on-one conversations

- Facilitate four 6-week Pre-Employment training program for Yukon youth, embedding Indigenous Cultural programming, job shadowing and work experiences.
- Provide one on one support to participants as they engage in their work experience and assist with attainment of employment thereafter
- Provide information for quarterly and final evaluation and funder reports, as requested.

Working Conditions

- Majority of program development work will take place in a typical office setting
- Workshops will be delivered in Yukon community's schools, recreation centres or community town halls
- Working with unpredictable and vulnerable clientele who may be depressed, anxious and emotional
- Travel to Yukon rural communities in all weather conditions (to -30 degrees Celsius)

Qualifications

Required Knowledge, Skills and Abilities

- Knowledge of community services and resources for referrals and partnerships
- Strong communication and psychoeducational support skills
- Self-directed and independent worker with the ability to take instruction and feedback
- Works well under pressure while demonstrating effective leadership and problem solving skills
- Excellent organizational, listening and writing skills
- Proficient computer skills and software (Word, Excel, PowerPoint, Internet, email, Adobe etc.)
- Able to maintain confidentiality of clients
- Able to lift and carry 30lbs

Required Training and Experience

- Post-Secondary degree in Education, Psychology, social work and/or a related field
- Experience in program and module development, management and evaluation
- Experience working with children and youth
- Significant presentation and facilitation experience
- Yukon First Nations 101, or willingness to obtain
- Trauma Informed Care, or willingness to obtain

Required Licenses, Certificates and Registrations:

- Standard First Aid and CPR-C
- Valid Yukon Driver's license
- Clear Criminal Record Check with Vulnerable Sector
- Must be fully vaccinated