



<b>Title:</b>	<b>Youth Programs Coordinator</b>
<b>Reports to:</b>	Executive Director
<b>Hours of Work:</b>	Monday through Friday 11:30 am – 7:00 pm (May vary depending on programming)
<b>Term Position:</b>	Permanent Full-time as long as funding is secure
<b>Location:</b>	Tansi Friendship Centre – 4729-51 <sup>st</sup> Street, Chetwynd (Youth Centre)
<b>Wage:</b>	\$22.00 starting with 3-month probationary period

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The Youth Programs Coordinator is responsible for a wide variety of duties in support of the programming for youth of all ages and in support of all other youth department staff at the TFCS. Duties include but are not limited to organizing and maintaining the youth programs for the after-school assistance at the TFCS youth centre for children from grades 4 through to 7. This position will also work closely with and support the Youth Outreach Coordinator and the Student Support Coordinator in the programs for youth aged 13 to 18.

**Job Duties:**

- Present a positive and professional image of the organization during all interactions with outside agencies, staff, board of directors and community members
- Ensure that youth are always supervised
- Plan and implement activities to meet the physical, emotional, intellectual, and social need of all children
- Create a fun and enjoyable atmosphere
- Provide support with problem solving, compatibility and conflict resolution
- Maintain appropriate records and daily statistics as required by funding agencies and ensure that all required documentation is accurate and complete
- Provide advocacy in partnership with the Youth Mental Health Case Manager for youth who require support
- Provide communication and create a partnership with other agencies and community organizations'
- Work closely with all other TFCS employees who require assistance with youth and family programming
- Maintain and model appropriate boundaries with youth
- To work as part of the Tansi Friendship Centre Team
- Assist with any other programs as necessary as put on by the TFCS organization
- Be familiar with all policies and procedures of the TFCS organization
- Involvement in fundraising activities
- Prepare a quarterly report to the board of directors
- Attend all staff meetings and the Annual General Meeting
- Maintain a high level of confidentiality in all interactions
- Assist with other duties as required

**Qualifications:**

- Good understanding of culturally diverse communities
- Demonstrated ability to work well with youth, families and outside agencies
- Strong written, listening, and oral communication skills in English
- Strong interpersonal, organizational and leadership skills
- Ability work in an intercultural environment
- Knowledge of relevant community resources, services and networks within Chetwynd is an asset
- Valid BC Driver's license
- Must be proficient with computers and be able to navigate files, email, Microsoft Office programs
- Ability to work independently with minimal supervision or direction, high degree of organization
- A strong work ethic – reliable, punctual, and responsible
- The ability to stay positive under pressure
- Must be willing to work flexible hours
- Enhanced Criminal Record Check
- Valid standard First Aid and Level "C" CPR
- Valid food safe or willing to obtain

**Start Date: ASAP**

**Submissions will be accepted until March 17<sup>th</sup> 2023 at NOON.**

**Pursuant to section 42 of the BC Human Rights Code, preference will be given to applicants who identify as Indigenous.**

**Please submit your cover letter, resume, and three professional references via email at [hr@tansifcs.com](mailto:hr@tansifcs.com)**

***Please note only those candidates invited for an interview will be contacted.***