

JOB DESCRIPTION: YOUTH PROGRAM MANAGER

Position:	Youth Program Manager
Type of Employment:	Part time/full time, as negotiated. (30-37.5 hours/week) Evening and weekend work will be required. Travel within Vulcan County will be required.
Supervision Responsibilities:	All youth participating in YC programs, and accessing YC services, as well as Youth Center Assistants and program volunteers
Responsible To:	Executive Director-Vulcan and Region FCSS
Location:	Vulcan Get-a-Way Youth Center and village satellite locations

Qualifications

- Post-secondary degree/diploma in education, social work, or another related field. Or pursuing a degree/diploma in Recreation & Leisure Services, Social Services, Child Development or related field.
- Minimum 5 years' experience working directly with children and youth ages 8-18.
- Experience in the Not for Profit sector preferred.
- Strong knowledge of community resources and youth serving programs and agencies.
- Must have excellent interpersonal skills; non-judgmental; positive attitude and be empathetic.
- Previous experience in program planning, development and implementation for this age group.
- A valid Standard First Aid/CPR Certificate
- Possess excellent written and verbal skills and the ability to work independently and as part of a team.
- Excellent Conflict Resolution Skills with the ability to identify and resolve conflicts before they escalate.
- A satisfactory Police Record/Criminal Record and Child Intervention check will be required at the time of hiring.

Primary Responsibilities

- Provide on-site supervision and leadership to participants at the Youth Centre (YC).
- Take a lead role in the development and implementation of programs, services, activities and events. Assist with the planning and realization of special events, when required.
- Take a lead role in the in the advertising/promoting Youth Centre programs, services, activities and events.
- Act as a resource and advocate for participating youth.
- Liaise with the community regarding programs, services, activities and events.
- Responsible for the health and safety of participants, volunteers, and staff.
- Maintain compliance with established Vulcan Regional Family and Community Support Services (VRFCS), and Get-a-Way Youth Center (YC) policies and procedures.
- Ensure that VRFCS and YC Program Guidelines and Procedures are adhered to.

- Complete various administrative duties (progress reports, outcome measurements, incident reports, and statistics, monitoring budgets.)
- Ensure facilities and equipment are maintained and kept in an acceptable, safe condition.
- Refers youth in need of additional services to appropriate agencies.
- Meet with volunteers and orientate them to the YC environment.
- Implements a variety of comprehensive youth programs, services and activities that address the interest and needs of youth.
- Ensures planned programs, services and activities are implemented in accordance with organizational mission, policies and procedures.
- Solicits input from the community, parents, volunteers and youth members for improvement.
- Productively and positively contribute to the organizational goal to maintain a safe, healthy, and enjoyable workplace.
- Attends staff development and other specified training.
- Ensure that organizational goals and objectives are met.
- Other duties as assigned.

Competencies

- Ability to work with minimum supervision and direction
- To mentor and uphold the Code of Conduct and our core values as described below:
 - I shall fulfill my obligations and responsibilities with loyalty, integrity.
 - I shall serve participants of the community in a conscientious, respectful, diligent and efficient manner.
 - I shall not discuss content of meetings outside of board and/or staff meetings.
 - I shall protect the privacy of clients and hold in confidence all professionally acquired information concerning clients, staff, board members and volunteers. I shall disclose such info only when legally or professionally obligated to do so.
 - I shall treat my colleagues with respect and work cooperatively with them.
 - I shall treat our partnerships and other agencies with respect and endeavor to work cooperatively with them.
 - I shall treat the Vulcan & Region FCSS, Food Bank and Get-a-way Youth Center, services and programs with dignity, respect and conduct myself in a manner conducive to the wellbeing of the each organization.

Other Requirements:

- Must provide a current clear Criminal Reference Check (CPIC)
- Must provide a current clear Vulnerable Sector Check (RCMP)
- Must provide a current Child Intervention Check
- Must have a valid driver's license, with a clean abstract
- Must be able to physically lift and move items 30 lbs. or more