

Job Description

Youth Coordinator

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Youth Coordinator is responsible for developing, implementing and evaluating programs for youth in the community.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Youth Coordinator reports to the Senior Administrative Officer and is responsible for administering and delivering programs for youth in the community. The Youth Coordinator will consult with youth and organizations that represent youth to determine their needs and develop programs in response to those needs.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Research and develop programs for youth

Main Activities

- Assess the program requirements of youth in the community
- Communicate with youth to determine their needs and interests
- Communicate with organizations that represent youth to determine needs and interests of youth
- Research funding sources and project requirements
- Access funding and prepare funding proposals
- Ensure a variety of sport, recreation, cultural and other programs are planned and implemented
- Ensure program information is available
- Develop youth organizations
- Encourage existing organizations to include youth
- Evaluate the effectiveness of programs
- Identify areas where new programs are needed

2. Plan and implement activities for youth

Main Activities

- Schedule activities, facilities and volunteers as required
- Supervise and lead activities for youth
- Recruit, train and oversee volunteers
- Encourage local youth to participate in regional and territorial programs

- Monitor the use of equipment and facilities

3. Promote youth programs

Main Activities

- Ensure that youth and youth organizations are aware of available activities
- Coordinate a community relations campaign to promote youth programs
- Arrange for advertising of youth programs
- Maintain contacts with local, regional and territorial organizations for youth
- Monitor the use of equipment and facilities

4. Administer youth programs

Main Activities

- Prepare a plan for youth activities
- Prepare the youth program budget
- Prepare financial and program reports
- Record information on and prepare reports concerning youth programs, costs, numbers of participants and equipment and facility use
- Provide monthly and yearly reports about youth programs and opportunities
- Ensure that all programs and activities are implemented according to relevant legislation, policies and procedures

5. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ the legislation, regulations, policies and procedures for program development and implementation
- ✓ the legislation, regulations, policies and procedures for involving youth in community programs
- ✓ office administration
- ✓ an understanding of the northern economic, cultural and political environment

Skills

The incumbent must demonstrate the following skills:

- ✓ ability to administer youth programs
- ✓ team building skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal, presentation and listening communications skills
- ✓ effective negotiation and mediation skills
- ✓ effective written communications skills
- ✓ basic counseling skills
- ✓ computer skills including the ability to operate computerized accounting, spreadsheet, word-processing, graphics and website development programs at a highly proficient level
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Youth Coordinator may deliver programs in a variety of locations and may have to transport, lift and carry equipment and supplies. The Youth Coordinator will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain, and may also be involved in a number of high energy activities.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Youth Coordinator may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs of youth and organizations. The Youth Coordinator may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

(The nature of demands on the incumbent's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The youth activities may be noisy and busy making it difficult to concentrate.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Youth Coordinator deals with youth who can, from time to time, be demanding and challenging. The Youth Coordinator must remain patient and committed to the activities, and may have to engage in conflict resolution or crisis management at times.

CERTIFICATION

Employee Signature	Supervisor's Title
Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
Senior Administrative Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.