



Youth Development Coordinator

Job Summary:

West Richmond and Thompson Community Associations are both accepting applications for a Youth Development Coordinator Position. Reporting to the Community Facilities Coordinator, the successful candidate will be responsible for the development and implementation of a comprehensive youth program within a Recreation Services setting for each respective geographical area.

Duties and Responsibilities:

Programming

Design, implement and evaluate recreational, social and cultural programs and activities which benefit and create a variety of experiences for youth.

Incorporate the Youth Involved Process in planning programs and services.

Perform duties consistent with the guiding principles of the City's Strategy for Youth Services.

Develop, supervise and oversee special events.

Connect youth into programs, projects, advisory groups and volunteering consistent with their interests.

Promote the positive contributions of youth to the community; promote the 40 Developmental Assets and understanding of youth related issues.

Maintain operation of the Social room and games area.

Instruct and lead youth in registered and drop in programs.

Supervisory

Recruit, train, supervise, mentor and evaluate staff and volunteers for the youth area.

Customer Service/Communication

Develop relationships by mentoring, role modelling and engaging youth; facilitate one-to-ones in group settings; solicit feedback on programs from youth and families; demonstrate a working knowledge of popular youth culture. Articulate boundaries governing appropriate behaviour and use of the centre; may refer youth to other agencies for information and treatment.

Present youth-related information to public groups, peers, staff, boards and the community; attend public meetings related to youth issues; be an advocate for youth in the community.

Create, prepare and distribute promotional materials using mixed mediums; incorporate web-based promotions; promote events and programs by directly contacting youths; develop and maintain media connections.

Coordinate internal and external advertising and social media for all Community Association programs/initiatives.

Solicit sponsors and publicly recognize contributions.

Develop partnerships with other Richmond community organizations and service providers.

Respond to all inquiries from the public and staff.

Act as a resource to inform, educate staff and board members on issues related to youth.

Deal with difficult situations.

Safety/Risk Management

Follow risk management protocols; update risk management and emergency protocols as required; complete incident and accident reports in a timely manner.

Administrative

Produce and set goals throughout the year according to work plan.

Keep current with best practices to serve all youth.

Attend youth meetings, retreats and workshops.

Meet regularly with supervisors/staff/program committees; provide regular updates/reports for staff.

Administer youth programs in the registration system including maintenance, programming, cancellations and refunds.

Book and set up facilities, vans, equipment and supplies.

Prepare and manage program budget.

Responsible to document and report child abuse to supervisors and the Ministry.

Other related duties as assigned.

Required Qualifications:

Grade 12 plus completion of a diploma in recreation or related studies and two years' experience in program development, applied leadership, supervision, programming and building and managing youth program budgets or an equivalent combination of education, training and experience.

BCRPA High Five - Principles of Healthy Child Development Certification.

Standard First Aid and CPR C.

Police Information Check.

Class 4 B.C. driver's license.

Desired Qualifications:

Experience and/or education related to recreation, social work, counselling, addiction and drug or alcohol abuse.

Experience with volunteer boards.

Experience with budget development.

Facilitating and mentoring experience.

Volunteer coordination experience.

Marketing and event planning skills.

Food safe.

Hours of Work and Remuneration:

35 hours per week (Evening and weekend work, including Friday nights is a requirement of this position)

\$31.37 – 35.31 per hour (rate effective Sept 1, 2024)

Benefits package after 3 months

As per Richmond Communities Associations' Job Evaluation.

Interested candidates may apply for these positions by sending a cover letter and resume to:

Attention – Community Facilities Coordinator

Email: associationcareers@richmond.ca

Duties may be carried out in a City-owned facility, however, the City is not the Employer for this position. This position is restricted to those legally entitled to work in Canada

West Richmond and Thompson Community Association are inclusive employers committed to employment equity objectives and invites applications from all qualified individuals. Should you be contacted and require some form of accommodation during the interview process, please let us know and we will endeavour to meet your needs to the best of our ability.

The deadline for receiving applications is **June 15, 2025 at 11:59 p.m.** We thank all applicants in advance for their interest. Only those candidates under further consideration will be contacted.