

**Program Coordinator**

**$17 an Hour – 30 Hour week – Some working hours flexibility required**

**Duties and Responsibilities:**

* Reporting to the Operations Manager (OM), the Program Coordinator (PC) is responsible for the leadership and coordination of the Kemptville Youth Centre (KYC), programs and activities set by the Board of Directors.
* Develop, implement, deliver, and evaluate youth activities and approved programs while staying in line with budget and ensuring program efficiency
* Research and propose modifications and/or new program opportunities for consideration of the OM.
* Organize and run high-quality weekly programming for youth, which includes cultural activities, entrepreneurship/social enterprise workshops and activities, life skills and employment readiness, or other identified activities activities/workshops that will help develop self-esteem and leadership skills for youth
* Prepare Monthly Attendance/Participation Statistics for submission to OM
* Research and propose new program opportunities in collaboration with the OM
* Manage social media (Instagram, Twitter, Facebook) Canvas Software (or similar application)
* Implement operational work plan developed by OM which incorporates annual goals and objectives allowing the work plan to identify training requirements.
* Implement KYC policies, procedures and practices as directed.
* Prepare and distribute monthly Activities Calendar.
* Supervise youth and encourage positive interaction between them.
* Establish a rapport with youth members to ensure that they are being supported, heard and that their needs can be determined. Communicate regularly with OM on issues that affect the youth and organization.
* Coordinate and mentor the Youth Engagement Committee and foster effective teamwork.
* Liaise between youth and community partners understanding that you represent the organization at community activities to enhance the organization's community profile
* Work with youth to ensure cleanliness of KYC - work space, programming space, kitchen, and surrounding area (the yard and parking lot)
* Ensure program and Centre coverage through supervision and leadership.
* Other duties include grocery shopping and errands as required.

**Qualifications:**

* Post-secondary diploma in Recreation and Leisure Studies, Child, and Youth Care Program,
* Valid Vulnerable Sector Check
* Valid Ontario Driver’s License
* Valid First Aid/CPR Level C (or willingness to obtain)

**Personal Characteristics**

* Ability to work with staff, youth, and volunteers in a professional and enthusiastic manner to foster teamwork and positive relationships.
* Flexibility, creativity, and adaptability.
* Excellent communications, listening and interpersonal skills

**Specifications:**

To pursue this opportunity, please submit a cover letter and resume to [**manager@kyc.team**](mailto:manager@kyc.team) **by 5th August 2022**