



Job Title: Youth Programs Coordinator

About this role:

As the Youth Programs Coordinator, you will play a key role in developing and overseeing programs aimed at youth (ages 13-30) to promote personal growth, leadership, and community engagement. You will work closely with a dynamic team, community partners, and youth to create meaningful experiences that address their needs and interests. This is an exciting opportunity to inspire and empower the next generation while fostering a sense of community.

About BGC Dawson:

BGC Dawson is a proud member of BGC Canada, a non-profit organization dedicated to providing high-quality programs and services to children, youth, families, and seniors. With deep roots in Verdun's English-speaking community since 1959, BGC Dawson offers a wide range of educational, recreational, and social programs. In this role, you'll have the opportunity to inspire, empower, and foster a greater sense of community for all ages. Visit www.bgcdawson.ca to learn more.

Responsibilities: Under the leadership of the Programs Director, the Youth Programs Coordinator will actively contribute to the organization's mission and strategic objectives through the following responsibilities:

- **Program Development & Delivery:** Design, implement, and oversee educational, social, and recreational programs for youth, ensuring they are inclusive, responsive to community needs, and aligned with BGC Dawson's mission and values.
- **Youth Engagement:** Build strong, supportive relationships with youth participants, promoting leadership, teamwork, and personal development through structured activities and events.
- **Community Collaboration:** Develop partnerships with local schools, community organizations, and other stakeholders to enhance program offerings and address emerging needs in the community.
- **Event Coordination:** Plan and organize special events, workshops, and outings for youth participants to broaden their experiences and foster a sense of belonging.
- **Program Evaluation & Reporting:** Collect and analyze program data, providing feedback to ensure continuous improvement. Prepare reports for funders and stakeholders as needed.

Core Competencies:

- Strong skills in designing, implementing, and evaluating programs tailored to youth.
- Excellent leadership and team management skills, with the ability to motivate and support staff.
- Effective communication and interpersonal skills to engage with youth, families, and community partners.
- Understanding of behavior management techniques and ability to foster a positive learning environment.
- Competency in tracking and assessing program outcomes, gathering participant feedback, and adjusting programs based on data.
- Ability to work effectively with youth from diverse backgrounds, understanding and respecting cultural, socioeconomic, and identity differences.

- Capacity to respond to challenges with creativity and resourcefulness.
- Strong organizational skills and the ability to manage multiple projects simultaneously.

Qualifications:

- DEC in Youth Work, Recreation, Social Work, or a related field.
- 3+ years of experience working with youth aged 13-30 years old in a leadership role.
- Excellent written and verbal communication skills in the official languages.
- Certification in First Aid and CPR (or willingness to obtain).
- Experience in program planning, implementation, and evaluation.
- Experience with grant writing is an asset.
- Ability to pass a criminal background check.

Wages and Benefits:

- **Start Date:** November 2024
- **Permanent full-time position:** up to 35 hours a week, in person.
- **Salary range:** \$45,000 to \$60,000, depending on experience and in accordance with current salary policy.
- **Benefits:** BGC Dawson offers a competitive benefits package which include two weeks' vacation, sick/wellness/personal days per year (not bankable) and group health insurance, after three months of employment.
- The option to contribute to a group registered retirement savings plan (RVER).
- Opportunities for professional growth and training.

If your skills and experience align with this role, please submit your cover letter and resume to **Darley Polony** via email at darley.polony@bgcdawson.ca by **Friday, October 25, 2024**. Include "Youth Programs Coordinator" in the subject line. Only those selected for an interview will be contacted. If you require accommodation at any stage of the recruitment process, please notify us.

Don't meet all the criteria? Above all, we value your passion, commitment, and desire to grow. We encourage applications from candidates who reflect the diversity of our communities. We strongly encourage applications from Black, Indigenous, and racialized people, newcomers, gender-diverse individuals, and members of other equity-deserving groups. If you are comfortable, you are welcome to indicate in your cover letter if you identify as a member of an equity-deserving group. This information will be treated with the utmost confidentiality and is voluntary.