



Lynn Valley Services Society

Job Posting: Youth Centre Coordinator
Job Status: Regular Part-time
Location: Lynn Valley, North Vancouver
Hours: Primarily late afternoons and early evenings

Overview

As the Youth Centre Coordinator, you will be responsible for creating programming content for teens and preteens in and around the Lynn Valley area. Your focus will be to identify the needs and interests of youth to create and deliver programs and activities that meet those needs. This may include, but not be limited to, drop-in activities, regular programming, and special events. The Youth Centre Coordinator will also provide leadership and support to Youth Centre Workers and volunteers during youth drop-ins, as well as supporting the ongoing planning, organizing, recruiting, and engaging of youth at the Centre. We are looking for someone who is organized, engaging and collaborative in how they approach their work.

Responsibilities

- Lead and support the Youth Centre drop-in program and assist staff as required
- Maintain the centre's space and organize all supplies needed for programming.
- Manage the youth centre drop-in logs and stats including recording any youth behavioural issues
- Support the Lynn Valley Services Society's executive director in facilitating proper staffing, onboarding new team members and volunteers, managing program budgets, and identifying fundraising and grant opportunities
- Assist in ensuring Lynn Valley Services Society's program values and youth behaviour management is maintained, which may include discipline issues through youth behaviour meetings and support plans
- Support the Youth Centre with social media promotion, outreach, and program information, and collect evidence-based feedback from youth and community members through surveys, info sessions and workshops to raise awareness; this may include liaising with schools, youth outreach workers, parents, RCMP and other youth-related professionals in the field, working with them to promote the well-being of youth in our community

Contract Details

- This is a temporary part-time position, based on working 21 hours per week
- Wage Range: \$23.00 to \$25.00 per hour (commensurate with qualifications & experience)
- Includes 4% paid in lieu of paid vacation time

Required Skills and Knowledge

- A minimum of two (2) years' experience working with youth, ages 10-24
- A demonstrated passion for youth and youth-related issues; with a clear understanding of boundaries for adult to child safety
- Exceptional communication skills, you have a way with words in person and in writing
- Approachable and engaging people skills with a proven track record of building and maintaining relationships with youth, parents, community partners, co-workers, and volunteers
- Able to lead and support youth, collaborate with staff and work through program incidents calmly and productively
- Exceptional organizational skills
- Previous learning that demonstrates interest in and knowledge of best practices in the field of Child and Youth Care, along with a strong understanding of trauma-informed care, supporting 2SLGBTQ1A+ youth and other marginalized youth
- A class 4 drivers license, Emergency First Aid certification (with CPR), and Foodsafe are all valuable assets with a willingness to obtain these certifications.

Please send applications to: executivedirector@lvss.ca

Job posting will stay open until position is filled.
