

# City of Rossland

## Rossland Youth Action Network Coordinator

The City of Rossland is currently seeking a contract Coordinator position (external contract position) to support the Rossland Youth Action Network (YAN) project and programs. The part-time (20 hours/week) position will be responsible for the planning & implementation of the YAN programs, space and budget in Rossland and will report directly to the City of Rossland Manager of Recreation and Events.

### RESPONSIBILITIES

#### 1. Coordination

- Coordinates the design, promotion and participation of youth directed programming and space
- Ensures community priorities are identified and supported
- Attends various meetings and trainings (e.g. planning, administrative)
- Coordinates with consultants (e.g. project evaluator, presenters)
- Manages services provided to targeted population (e.g. youth, parents, staff, community)
- Oversees staff and/or program youth (e.g. recruitment, screening, training, payment, matching, monitoring, and all related paperwork)
- Participates in various collaborative organizational activities (e.g. various community organizations, District committee meetings, Project steering committee)

#### 2. Administration

- Manages the project budget
- Develops and maintains project data (e.g. website, newsletter information)
- Develops and manages resources (e.g. policy and procedure manuals)
- Provides training for participating staff (e.g. organizes, conducts, and oversees)
- Schedules a variety of activities (e.g. meetings, travel arrangements, staff coverage, facilities usage)
- Maintain petty cash
- Provide monthly reports to Rossland Youth Action Network oversight committee and Youth Action Team
- Evaluate project outcomes, successes, impacts, and shortcomings
- Provide the City of Rossland Manager of Recreation and Events with monthly budget updates and program information/attendance

#### 3. Liaise with Funders and Community Partners

- Acts as a positive role model in all interactions with program participants (e.g. students, parents, staff, volunteers, community)
- Collaborates with all partners regarding implementation of and coordination of services (e.g. youth, parents, community organizations and participants)
- Creates and manages volunteer recruitment plans (e.g. development and distribution of activity plans, program marketing materials, and presentations to targeted organizations, etc.)
- Assist in writing grant applications and other supplemental funding applications
- Encourage and develop community partnerships and volunteers

#### **4. Perform other duties as required**

##### **KNOWLEDGE**

The incumbent must have proficient knowledge in the following areas:

- Policies and procedures for program development and implementation
- Office administration
- Volunteer recruitment, orientation and retention
- Experience with involving youth in community programs
- Must have excellent skills relating to youth and youth issues

##### **QUALIFICATIONS**

- Post-secondary education or equivalent experience, relevant to working with youth and programming for youth
- Minimum 2 years' experience managing programs and volunteers
- Ability to work with and inspire youth
- Ability to administer youth programs
- Effective verbal, presentation, active listening and communication skills
- Knowledge of budgeting and/or bookkeeping
- Effective written communication skills
- Strong ability to work independently
- Experience with social media, marketing and promotion
- Has an understanding of best practices surrounding youth programming and services
- Available to work a flexible schedule including weekends and holidays

##### **WORKING ENVIRONMENT**

Responsibilities include working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures.

##### **ALSO REQUIRED**

- Criminal Record Check including vulnerable populations check
- Valid first aid
- Valid BC Driver's License, evidence of insurability & Driver's Abstract
- Class 4 Driver's License is an asset

##### **CONTRACT TERMS AND CONDITIONS**

The YAN Coordinator is a part-time external contract position currently funded through the Columbia Basin Trust (CBT) Basin Youth Network Program. The term of this position will be determined based on program funding received by the City of Rossland from CBT.

***Please submit your cover letter and resume by 4pm October 29th to:***

***Kristi Calder***

***Manager of Recreation and Events, City of Rossland***

***[recreation.manager@rossland.ca](mailto:recreation.manager@rossland.ca)***