

YOUTH PROGRAM COORDINATOR

Please apply with a resume and cover letter to info@veithhouse.ns.ca.

Our goal at Veith House is to be a workplace that reflects the community we serve. As such, Indigenous community members, African Nova Scotians, persons with disabilities, visible minorities, LGBTQ+ community members, and diverse populations are encouraged to apply. We encourage applicants to self-identify in their cover letter or application if they are a member of an equity-seeking community.

The successful applicant will be required to provide a Criminal Records Check and a Child Abuse Registry Check.

Closing Date: December 8, 2023

Interviews will be held between December 11-21 and can be completed online if necessary to account for holiday travel.

Start date will be in January 2024

Only those selected for interviews will be contacted

DESCRIPTION:

The Youth Program is one of Veith House's core programs. The goal of this program is to offer local children an inclusive and welcoming neighbourhood hub.

The Youth Program Coordinator is responsible for administering and delivering programming for children and youth ages 4 and up that align with the organisation's mission and goals. Historically, this has included a low barrier drop-in center for youth between ages 4-12 that provides snacks, activities, homework help and a safe place to socialize – focusing on wellbeing, resilience and mental health. Because the closest elementary school is currently being bussed out of the area, much of the work in 2024 will be creating and maintaining partnerships with local schools and other child and youth-serving programs. This will involve going offsite to offer workshops and support other programs as needed, while also coordinating our PD, March Break and Summer day camps in house.

RESPONSIBILITIES:

Key Areas of responsibilities include but are not limited to:

Program Planning, Reporting, Administration

- Plan and run existing PD, March Break and Summer Day Camp
- Develop new programs and services in consultation with participants, team members and other north end community programs and schools
- Monitor and evaluate program outputs, process, and outcomes through detailed documentation
- Complete and submit required paperwork and reports
- Manage resources appropriately and allocated budget resources effectively
- Assist with the preparation of marketing, promotional materials relating to the delivery of Veith House Youth programming



Program Delivery

- Oversee the coordination and delivery of programs and services
- Engage children in interactive activities including organised arts and crafts, singing, sports activities, and games
- Ensure a high quality of cleanliness and adherence to safety protocols are maintained at all times
- Food and snack preparation for children and youth programs

Leadership

- Recruit, train, schedule, support and provide leadership to Youth Program staff
- Supervise and support the Youth Program team members and volunteers
- Lead by example in demonstrating a positive attitude and actions through a display of courtesy, service, cooperation, hospitality, sensitivity, and professionalism

Client/Community Relations

- Build and maintain collaborative relations with our Community Partners to serve the needs of our community
- Maintain professional relations with children's guardians
- Maintain confidentiality of information regarding children and their families
- Promote monthly events and activities in order to increase participation via social media, flyers, postering and communication with local organizations

Team Work & Organizational Support

- Be committed to the Veith House mission, vision, values and purpose
- Collaborate with other team members to foster the success of our organization as a whole.
- Greet clients and provide a prompt, courteous and welcoming experience.
- Assist when required/as possible with other areas of the organization. This could include stepping in to cover the front desk or supporting other activities in and around the house.
- Veith House hosts community events such as community meals, the North End Community Circle BBQ, and the Hydrostone Christmas Tree Lighting. Because Veith House is a community hub, as much as possible all full-time staff are expected to contribute to and attend these events

QUALIFICATIONS:

Education & Experience

- 1-2 years prior supervisory or leadership experience
- 3-5 years of experience in a Youth Programs or comparable setting working with children
- Demonstrated networking and community building experience
- Basic understanding of MSOffice and google drive
- Experience with Canva an asset

Core Competencies

- Self-motivated and committed to achieve results that have a positive impact on the organization as a whole.
- Works independently and as part of a team; can both take and provide directions as required
- Innovative/Thinks Creatively - Inspires innovation in the organization and views obstacles as opportunities for creative change



- Client focused – Keeps the wellbeing and needs of Veith House’s current clients in mind while working to expand Veith House’s reach; Works with a Justice, Equity, Diversity and Inclusion framework
- Reliable and Dependable
- Non-judgemental, respectful, understands confidentiality and conflict of interest.

WORK CONDITIONS/ ENVIRONMENT

Work will take place on site at Veith House, and will also involve trips to other locations, such as other schools and organizations, and parks. It will involve taking children on public transit. A vehicle for personal transportation and supply transportation is an asset but not required.

PHYSICAL DEMANDS

The Youth Coordinator must be able to cope with the physical demands of working with children, be able to climb stairs and to lift up to 50 lbs.

DAY/HOURS REQUIRMENTS

35 Hours per week, some evenings and weekends may be required.
\$18.96/hr