



# Steveston Community Society

*Serving the Community of Steveston Since 1946*

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## EMPLOYMENT OPPORTUNITY

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### YOUTH DEVELOPMENT COORDINATOR

Steveston Community Society is accepting applications for the Youth Development Coordinator position. Reporting to the Community Facilities Coordinator and under the guidance of the City's Coordinator of Youth Services, the successful candidate will be responsible for the development and implementation of a comprehensive preteen and youth program within a Recreation Services setting for the Steveston Community Centre.

#### DUTIES AND RESPONSIBILITIES

##### Programming

- Design, implement and evaluate recreational, social, cultural programs and activities which benefit and create a variety of experiences for youth
- Incorporate the Youth Involved Process in planning programs and services
- Perform duties consistent with the guiding principles of the City's Strategy for Youth Services
- Develop, supervise and oversee special events
- Connect youth into programs, projects, advisory groups and volunteering consistent with their interests
- Promote the positive contributions of youth to the community; promote the 40 Developmental Assets and understanding of youth related issues
- Maintain operation of the games room or lounge area
- Instruct and lead youth in registered and drop in programs

##### Supervisory

- Recruit, train, supervise, mentor and evaluate staff and volunteers for the youth area

##### Customer Service/Communication

- Develop relationships by mentoring role modelling and engaging youth; facilitate one-on-ones in group settings; solicit feedback on programs from youth and families; demonstrate a working knowledge of popular youth culture
- Articulate boundaries governing appropriate behavior and use of the centre; refer youth to other agencies for information and treatment
- Present youth-related information to public groups, peers, staff, boards and the community; attend public meetings related to youth issues; be an advocate for youth in the Community
- Create, prepare and distribute promotional materials using mixed mediums; incorporate web-based promotions; promote events and programs by directly contacting youth, develop and maintain media connections
- Solicit sponsors and publicly recognize contributions
- Develop partnerships with other Richmond community organizations and service providers
- Respond to all inquiries from the public and staff
- Act as a resource to inform, educate staff and board members on issues related to youth
- Deal with difficult situations

##### Safety/Risk Management

- Follow risk management protocols; update risk management and emergency protocols as required; complete incident and accident reports in a timely manner



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### Administrative

- Produce and set goals throughout the year according to work plan
- Keep current with best practices to serve all youth
- Attend youth meetings, retreats and workshops
- Meet regularly with supervisor/staff/program committees; provide regular updates/reports for staff
- Administer youth programs in the registration system includes (maintenance, programming, cancellations and refunds)
- Book and set up facilities, vans, equipment and supplies
- Prepare and manage program budget
- Responsible to document and report child abuse to supervisors and the Ministry
- Other related duties as assigned

### **REQUIRED QUALIFICATIONS**

- Grade 12 plus completion of a diploma in child, youth care and recreation related studies and two years' experience in program development, applied leadership, supervision, programming and building and managing large-scale budgets or an equivalent combination of education, training and experience
- BCRPA High Five – Principles of Healthy Child Development Certification
- Standard or Emergency First Aid and CPR C
- Police Information Check
- Class 4 B.C. driver's license (or willingness to obtain)

### **DESIRED QUALIFICATIONS**

- Experience and/or education related to social work, counseling, addiction and drug or alcohol abuse
- Experience with volunteer boards
- Facilitating and mentoring experience
- Volunteer coordination experience
- Marketing and event planning skills
- Food safe

### **HOURS OF WORK AND REMUNERATION**

- 30 to 40 hours per week depending on the season (Evening and weekend work, including Friday nights is requirement of this position)
- \$27.34 - \$29.00 per hour (As of September 1, 2021)
- Benefits package after 3 months

**Interested candidates may apply for this position by sending a cover letter and resume to:**

Attention – Community Facilities Coordinator  
Steveston Community Centre  
Email: [stevestoncc@richmond.ca](mailto:stevestoncc@richmond.ca)

The City of Richmond has a COVID-19 Vaccination Policy which requires all employees to be fully vaccinated against COVID-19 and provide proof of vaccination as a condition of employment. This Policy also applies to Community Association and Society employees.

The deadline for receiving applications is **June 5, 2022 at 11:59 p.m.**  
The Steveston Community Society thanks all applicants in advance for their interest.  
Only those candidates under further consideration will be contacted.