



## Youth & Family Development Coordinator

### Job Duties:

- Assists in planning and delivery of daily programming
- Encourages participants and parents to take in the initiative to stay active so that they can carry these behaviours forward
- Assist with special projects, activities, events
- Focuses on building healthy relationships with youth and parents/guardians
- Assists in communication and public awareness efforts for programming and events
- Participates in various community support, council and committee meetings
- Facilitates the ongoing development of individuals through coaching, mentoring, knowledge sharing and performance management that fosters their long-term learning and growth
- Develop and deliver on programs structures for at risk youth
- assess the needs of young people, and plan and deliver programmes related to areas such as health, fitness, smoking, drugs, gangs, violence, relationships and bullying;
- regularly monitor and review the quality of the local youth work provision;
- run arts-based activities, community/environmental projects, residential activities, outdoor education and sporting activities;
- befriend and support young people in different settings, including outreach work;
- mentor, coach and support individuals and encourage greater social inclusion;
- work in partnership with professionals from other organisations that support young people such as social care, health, police, education, youth offending teams and local authorities;
- attend and contribute to multi-agency meetings that bring together practitioners from different sectors
- attend regular training and development opportunities to maintain an up-to-date knowledge of safeguarding, health and safety and local policy developments;
- recruit, train and manage staff, including volunteers;
- undertake administrative tasks, maintain effective recording systems and respond to queries;
- work with parents and community groups to win support for improved provision and act as an advocate for young people's interests;
- identify and pursue sources of funding for projects to improve services and/or resources for young people;
- write reports and make formal presentations to funding bodies (if required).

**Hourly wage would be \$22.81 to \$27.80 depending on education & work experience.**

**Deadline for submissions is June 9, 2017.** Please forward resume with 3 work related references to:

Marg Shelley, Band Administrator

Williams Lake Band

2672 Indian Drive

Williams Lake, BC V2G 5K9

Fax: 250-296-4750 or Email: [cynthia.dick@williamslakeband.ca](mailto:cynthia.dick@williamslakeband.ca)