**PURPOSE OF THE POSITION**

(The main reason for the position, in what context, and what is the overall end result)

The Program Coordinator is responsible for developing, implementing, and evaluating programs for youth in Devon.

**SCOPE**

(The way that the position contributes to and impacts the organization)

Program Coordinator reports to the Program Manager and is responsible for administering and delivering programs for youth in the community. The Program Coordinator will consult with youth and organizations that represent youth to determine their needs and develop programs in response to those needs.

**RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

**1. Research and develop programs for youth**

* Assess the program requirements of youth in the programs that you lead
* Communicate with youth to determine their needs and interests
* Communicate with organizations that represent youth to determine the needs and interests of youth
* Prepare funding proposals for activities that go beyond the existing programming budget
* Ensure Local Youth Experience’s programs are planned and implemented within the given budget
* Recognize the skills and attributes of youth and encourage them to pursue programs that they would do well in.
* Evaluate the effectiveness of programs

**2. Plan and implement activities for youth**

* Schedule activities and facilities as required (within Local’s space). If you’d like to take the program outside of Local then communicate this need with the Program Manager.
* Purchase/borrow/find supplies for the programs that you lead and submit receipts for reimbursements when necessary
* Supervise and lead activities for youth
* Provide hands-on training to volunteers regarding the operations of your program
* Encourage local youth to participate in regional and territorial programs
* Ensure equipment and facilities and properly used and are replaced or restocked when necessary.
* Ensure that the locations are safe for all in attendance, including youth, community members, and staff.

**3. Promote youth programs**

* Ensure that youth are aware of available activities

**4. Administer youth programs**

* Prepare a plan for youth activities
* Prepare budgets for the programs that you lead
* Provide receipts to the Program Manager for any money spent as part of your work
* Record information concerning the programs that you lead, costs, numbers of participants, equipment, and facility use
* Provide monthly and yearly reports to the program manager about the programs that you lead
* Ensure that the Local Youth Experience building is left in a clean state after every program

**5. Youth Connection**

* Have youth fill out membership forms
* Communicate rules and policies to youth
* Ensure all youth follow Local Youth Experience’s rules and policies
* Ensure youth use sign-in/out sheets
* Where it is identified that there is or may be abuse of children taking place, provide this information to the Program Manager who will ensure that we meet our obligations to protect children from abuse

**6. Parent Connection**

* Connect with parents about important events via email or sent home letters

**7. Development**

* Participate in training workshops and courses

**8. General**

* Keep youth centre clean

**Knowledge, Skills, and Abilities**

**Education and Experience**

(The knowledge required for satisfactory job performance)

* Supervisory experience
* Proven youth development experience
* Post Secondary Education or equivalent experience in recreation or youth-related field is an asset
* Current First Aid Certification

**Skills**

The incumbent must demonstrate the following skills:

* ability to administer youth programs
* team building skills
* strong leadership ability
* analytical and problem-solving skills
* decision-making skills
* effective verbal, presentation, and listening communications skills
* effective negotiation and mediation skills
* effective written communications skills
* basic counseling skills
* computer skills including the ability to operate Microsoft Word, Excel, PowerPoint, and Publisher
* stress management skills
* time management skills

**Personal Attributes**

The incumbent must also demonstrate the following personal attributes:

* be honest and trustworthy
* be respectful
* possess cultural awareness and sensitivity
* be flexible
* demonstrate sound work ethics
* be innovative

**WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one’s senses, and mental demands.)

**Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Program Coordinator may deliver programs in a variety of locations and may have to transport, lift and carry equipment and supplies. The Program Coordinator will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain, and may also be involved in a number of high-energy activities.

**Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Program Coordinator may have to manage a number of projects at one time and may be interrupted frequently to meet the needs of youth and organizations. The Program Coordinator may find the environment to be busy, and noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

**Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

The Program Coordinator deals with youth who can, at times, be demanding and challenging. The Program Coordinator must remain patient and committed to the activities, and may have to engage in conflict resolution or crisis management at times.