

The Town of Gibbons is accepting cover letters and resumes for the following position:

POSITION TITLE: Gibbons Family Resource Centre Youth Coordinator
REPORTS TO: Manager of Family and Support Services
WORK WEEK: Full Time 37.5 hrs per week Monday-Friday 11:30am-7:30pm

Under the supervision of the Manager of Family and Support Services this position will primarily be responsible for overseeing the safety and well-being of youth within the Town of Gibbons community. They will be responsible for building and maintaining positive relationships with our youth, supervision of the Gibbons Youth Centre, Collaborating with Sturgeon Public Schools and other Sturgeon County partners and coordination of the Gibbons Summer Programs and Fostering Leadership in Youth program. This position will include assisting with the implementation of other Gibbons Family Resource Centre programming and events and services that promote the growth and development of youth within the Town of Gibbons.

Roles and Responsibilities:

- Plan, implement, and evaluate fun recreational, social activities, and events for youth.
- Actively supervise youth during drop-in hours
- Establish trusting and meaningful relationships with youth and their families.
- Promotion and distribution of information about Town supports and services, amenities, initiatives, programs, and events.
- Work collaboratively with other community organizations to support youth needs.
- Provide support and direction to other staff and volunteers.
- Participate in and manage projects as required.
- Coordination of large-scale community and corporate events.
- Consulting and relationship building with community youth.
- Supports and participate in public consultations including community events, workshops, and meetings.
- Work within the program budgets and submit financial reporting to the program manager.
- Report on program outcomes to the program manager.

Qualification and Requirements:

- 1-3 years' experience in a Human Services role.
- Post-Secondary education in Child and Youth care, Early Learning and Childcare or equivalent. Related education and/or experience will be considered.
- Above average communication skills, and comfort working with a variety of youth in different socio-economic groups.
- Strong Computer and social media skills.

- Standard First Aid/CPR, acceptable Police Information Check with vulnerable sector screening, clear Intervention Record Check.

This position will require the Employee to work evenings and some weekends from time-to-time and/or additional hours over and above the normal work week at which all time will be compensated for on a Time in-lieu on an hour-for-hour basis. This position may require the employee to work additional hours.

Starting Rate of Pay \$21.00-\$23.00 per hour. We offer a comprehensive benefits package including pension, professional development opportunities and a supportive work environment.

Application Deadline: **until filled.**

Please forward cover letter and resume to:

Laura Schmidt

Manager of Family and Supports Services

lschmidt@gibbons.ca