

## **Job description**

The Family Action Network is currently seeking a term part-time Coordinator position to support the Rossland Youth Action Network (YAN) project and programs. The part-time (20 hours/week; Sept-June) position will be responsible for the facilitating, planning & implementing of YAN programs, space and budget in Rossland and will report directly to the Executive Director of the Family Action Network. This position could be a job share position for the right candidates.

## **RESPONSIBILITIES**

### **1. Coordination and facilitation**

- Coordinates the design, promotion and participation of youth directed programming and space
- Ensures community priorities are identified and supported
- Attends various meetings and trainings (e.g. planning, administrative)
- Coordinates with consultants (e.g. project evaluator, presenters)
- Manages services provided to targeted population (e.g. youth, parents, staff, community)
- Oversees program facilitator staff and volunteers, as well acting as the lead facilitator for youth program(s)
- Supervise and engage with youth during drop-in, activities and events -maintain an environment where youth feel safe and respected -maintain a clean and comfortable space
- Engage with youth to gather input about interests and programming ideas
- Participates in various collaborative organizational activities (e.g. various community organizations, District committee meetings, Project steering committee)

### **2. Administration**

- Working with the Executive Director you will support the management of the program budget
- Working with FAN staff you will support the development and maintenance of project data (e.g. website, newsletter information)
- Manages resources specific to YAN (e.g. policy and procedure manuals)

- In consultation with the Executive Director, provides training for participating staff (e.g. organizes, conducts, and oversees)
- With the support of the Executive Director, schedules a variety of activities (e.g. meetings, travel arrangements, staff coverage, facilities usage)
- Maintain petty cash
- Provides monthly reports to the Executive Director
- Together with the Executive Director, provide quarterly reports to Rossland Youth Action Network oversight committee
- Together, with the Executive Director, evaluate project outcomes, successes, impacts, and shortcomings

### 3. Liaise with Funders and Community Partners

- Acts as a positive role model in all interactions with program participants (e.g. students, parents, staff, volunteers, community)
- Collaborates with all partners regarding implementation of and coordination of services (e.g. youth, parents, community organizations and participants)
- With the support of the Executive Director, creates and manages volunteer recruitment plans (e.g. development and distribution of activity plans, program marketing materials, and presentations to targeted organizations, etc.)
- May be required to assist in writing grant applications and other supplemental funding applications
- Encourage and develop community partnerships and volunteers
- Speak to various groups and classrooms about upcoming programs

### 4. Perform other duties as required

## KNOWLEDGE

The incumbent must have proficient knowledge in the following areas:

- Policies and procedures for program development and implementation
- Office administration
- Volunteer recruitment, orientation and retention
- Experience with involving youth in community programs

- Must have excellent skills relating to youth and youth issues
- Diversity, equity and inclusion

## QUALIFICATIONS

- Post-secondary education or equivalent experience, relevant to working with youth and programming for youth
- Minimum 2 years' experience in program coordination, considered an asset
- Ability to work with and inspire youth
- Ability to administer and facilitate youth programs
- Effective verbal, presentation, active listening and communication skills
- Knowledge of budgeting and/or bookkeeping
- Effective written communication skills
- Strong ability to work independently
- Experience with social media, marketing and promotion
- Has an understanding of best practices surrounding youth programming and services
- Available to work a flexible schedule including the occasional weekend.

## WORKING ENVIRONMENT

Responsibilities include working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. YAN hours start at 2pm Monday- Friday. Shift, however, will be determined on your first week of work. Shift changes may happen, and are subject to youth interests expressed during September's Youth Engagement activities.

## ALSO REQUIRED

- Criminal Record Check including vulnerable populations check
- Valid first aid
- Valid BC Driver's License, evidence of insurability & Driver's Abstract
- Class 4 Driver's License is an asset

## CONTRACT TERMS AND CONDITIONS

The YAN Coordinator is a term limited part-time position currently funded through the Columbia Basin Trust (CBT) Basin Youth Network Program and the City of Rossland. The term of this position will be determined based on program funding received by the City of Rossland and the CBT.

Compensation and start date

The hourly rate for the YAN Coordinator is \$33/hr. Start date would be effective August 25, 2025.

Please submit your cover letter and resume by 4pm June 23rd to:

Heather Glenn-Dergousoff

Executive Director

[coordinator@familyactionnetwork.ca](mailto:coordinator@familyactionnetwork.ca)