

SAINT GEORGE'S YouthNet

we make friends, we inspire dreams, we discover talents
2222 Brunswick St. (902) 422-4614

TEEN PROGRAM COORDINATOR JOB DESCRIPTION

St. George's YouthNet is not-for-profit organization which works in close partnership with Saint George's Round Church. It serves youth and families in its North End neighbourhood by offering a range of programs and activities aimed at building friendships and mentoring relationships between young people and dedicated adults. YouthNet needs Teen Program Coordinators who will be able to develop and sustain the delivery of supportive programming for our youth ages 12-16. The teen program runs twice weekly with dinner both nights, on Tuesday and Thursday evenings from 5-7pm, and/or offers the teens field trips and activities around the neighbourhood and in the HRM. Some nights are unstructured, self-led activities for the teens, while others are more organized and goal or activity driven. All YouthNet programming incorporates art, cooking, music, dance, recreation and free play, drawing on the talents of both the congregation of St George's Church and the wider community. All activities are informed by the understanding that friendship is transformative to human growth.

Start Date: October 2023

Wage: \$17/hour, 8-10 hours a week

JOB DESCRIPTION

The Teen Program Coordinator reports to the Director and works with the Program Coordinator to deliver the Teen Program. The Teen Program Coordinator is a dynamic and engaging person who organizes and delivers the program while making the programming an enjoyable experience for kids, volunteers and staff.

Responsibilities in the Teen Program

The Teen Program Coordinator is responsible for working with YouthNet staff, the surrounding schools, partners and collaborators to ensure the delivery of the Teen Program. Programming activities are challenging and innovative, but supportive and accommodating to the needs of the youth and families in the community. Teen Program Coordinators supervise and spend time with the teens twice a week. Before each session, the Teen Program Coordinators maintain contact with volunteers to help facilitate the evenings and field trips.

Specific Duties include:

- Work with YouthNet staff to coordinate a supportive and innovative program for teens which integrates volunteers, community partners, and neighbourhood resources
- Act as a positive example and mentor to participants; cultivate supportive relationships with the youths, measure their wellbeing and communicate their successes and challenges to YouthNet staff to help find tools or solutions
- Plan meals, using YouthNet's food inventory, and purchase groceries to prepare dinner for the teens. Encourage participants to help with cooking and kitchen upkeep. Clean up the kitchen and dishes after the meal
- Work with the Director and Program Coordinator to develop collaborations with individuals or organizations to facilitate conversations or activities that support the teens by encouraging skill building and wellbeing, and implement them into programming

- Meet with the Program Coordinator and Executive Director regularly to communicate goals and schedule, and to discuss any incidents or challenges for the Teen Program
- Organize and plan structured activities, work with YouthNet staff to schedule and facilitate field trips if they cannot be on a Tuesday or Thursday evening
- Encourage Junior Leaders in the Teen Program and help the Program Coordinator prepare them for their involvement and responsibilities in the After-School program
- Work with the Program Coordinator to recruit, integrate, manage, and organize volunteers into the Teen Program, giving them appropriate direction and feedback
- Work within the budget developed by the Executive Director; keep track of expenses and ask for clarifications/expense approval if there are any concerns
- Ensure that daily records of activities and incidents are kept in case of conflict or accident
- Work with YouthNet staff to ensure that parents are kept up-to-date on the achievements and struggles of their children
- And other duties as assigned by the Executive Director

Assets, Skills and Qualifications

- Familiarity with Uniacke Square and the surrounding neighbourhood
- Ability to think creatively about how to provide supports for youth and their families
- Commitment to community involvement and the development of community-based programming
- Experience or commitment to offering youth and the Teen Program engaging, challenging and inclusive strategies to cultivate a brave and fun environment
- Ability to work creatively and collaboratively with a variety of community partners to develop dynamic programming which supports literacy, numeracy, healthy living, the arts and life skills.
- Behavioural management and conflict resolution skills; understanding of issues related to mental health and cultural diversity
- Ability to manage and supervise others including volunteers, children and guest instructors
- Food Handlers Certification (or be willing to take this course)
- Criminal Record Check and Vulnerable Sector Check

*To apply, please email your resume, references, and a brief cover letter or statement of intent to **director@stgeorgesyouthnet.ca***

We will contact those who are eligible for an interview. Thank you.