

## Youth Centre Coordinator

BGC Kamloops provides a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life. The Club offers a rewarding employment opportunity with a competitive rate of pay, and the opportunity to make a positive impact in the lives of children and youth attending the Club. This job will provide opportunity to become a well-established Youth Worker, build your skills in attachment and harm reduction models and become well versed in community resources.

Type of Position	Regular Full time 37.5 hours per week
Classification	Level four, Coordinator
Rate of Pay	\$24.00 per hour \$1.00 wage supplement when using Class 4 driver's license
Hours of Work	Monday-Friday varying schedule some evenings may be required.
Location	John Tod Centre

### Main Areas of Responsibility

- Working and leading youth recreational services and supporting youth ages 11-24
- Manage daily, weekly and monthly operational duties of the youth centre in collaboration with other Youth coordinators and Manager of Youth Programs
- Purchasing and distributing supplies for programming and large events
- Must be comfortable and skilled in cooking large quantities of food
- Provide adequate onsite services in collaboration with Youth coordinators and Manager of Youth Programs
- Supervise Youth Resource Workers
- Knowledgeable or willing to learn harm reduction practices and opioid reversing medication

### Qualifications

- Post-secondary education relating to area of work; such as Education, Child & Youth Care, Social Work, Human Service or Psychology.
- Experience working with youth ages 11-24
- Ability to work independently and in a team environment
- Current First Aid Certificate
- Current Food Safe Certificate
- **Class IV driver's license or willing to obtain within 30 days of employment**

### Administration Responsibilities

- Ongoing professional development around harm reduction philosophy
- Comprehensive monthly reports, grant information tracking and record keeping of statistic for partnered programs
- Managing youth registration system

### Condition of Employment:

- The successful candidate must complete and successfully pass a Criminal Record Check.
- Obtain their class IV driver's license as soon as possible

### Apply to:

Please send a cover letter and resume to Abigail Smith, Manager of Youth Programs, via email @ [youthresource@bgckamloops.com](mailto:youthresource@bgckamloops.com).

**Thank you for your interest in joining the BGC Kamloops Team. Only those candidates that are short listed will be contacted for an interview.**