



YMCA Employment Opportunity

PROGRAM COORDINATOR CHILD & YOUTH

YMCA Membership Branch – Port Colborne

Starting Hiring Rate: \$40,768 annually, plus full YMCA Benefits

Start Date: Immediately

Full Time – 40 hours per week

Availability Required: Days, evenings (3/week) and weekends

QUALIFICATIONS:

- Post secondary diploma or degree in Recreation, Children's Studies or related field.
- Minimum 3 years related work experience.
- Minimum 3 years staff/volunteer supervisory experience.
- Current Standard First Aid, CPR[C] with AED certifications
- A clear Criminal Reference Check with Vulnerable Sector Screening required upon hire

CHILD & YOUTH RESPONSIBILITIES:

- Role models commitment and service excellence through the direct delivery of quality Programs; including drop in, recreational, skill based, Child Minding and other initiatives serving children and youth
- Develop and sustain good member, volunteer, staff and partner relations on a daily basis.
- Plan and manage departmental budget(s)
- Human resource management of the staff/volunteer team (recruitment/selection, training, coaching, performance management, recognition)
- Demonstrates an appreciation and desire to generously serve all by planning and ensuring delivery of programs and services that meet member needs and YMCA standards
- Work as a member of the senior staff team to support branch operations and association initiatives
- Understand and support YMCA philanthropic initiatives
- Support Day Camp and Youth Action programs
- Work as a member of the senior staff team to support branch operations and association initiatives
- Monitor commitment to service excellence by role modelling and maintaining YMCA SAM 2.1 standards

COMPETENCIES:

Leadership: Guides, motivates and inspires self and others to take action to achieve desired outcomes.

Service Orientation: Deliberately identifies and creates opportunities to enhance each and every individual's YMCA experience.

Quality Focus: Ensures that YMCA programs are superior and identifies issues and acts quickly to resolve problems that threaten quality, service or values.

YMCA of Niagara

The YMCA is a charity dedicated to building healthy communities.

The YMCA of Niagara delivers programs in Health & Fitness, Community Outreach, Child Care, Day Camp and Employment & Newcomer Services throughout Ontario's Niagara Region.

We are committed to nurturing the potential of children, youth and families, promoting healthy living and fostering social responsibility within the community.

Operating from 112 sites across Niagara, and supported by 1,500 employees and 840 volunteers annually, the YMCA has a positive impact on the health of over 92,000 individuals annually.

Our focus on inclusiveness and accessibility means we serve people of all ages, backgrounds and abilities through all stages of life. Through the YMCA Strong Kids campaign, the YMCA is accessible to all.

Building healthy
communities



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COMPETENCIES CONTINUED:

Outcome Thinking: Understands YMCA outcomes, develops plans and executes strategies to ensure YMCA programs are remaining relevant.

Coaching and Development: Commits to assisting members, volunteers, staff and self in continuous learning and development.

Planning and Organizing: Establishes a clearly defined and effective course of action for self and others to accomplish short and long term work goals.

Problem Solving: Identifies an issue and works towards a solution.

Relationship Building and Collaboration: Builds positive interactions both internally and externally to achieve work related goals

Philanthropy: Demonstrates a personal responsibility for the YMCA as a charity.

Interested applicants are invited to submit a cover letter and resume along with documentation to verify completion of (or in process of completing) Standard First Aid/CPR(C) by noon on July 3, 2019 to:

E: yjobs@niagara.ymca.ca F: (905) 735-2299

Please indicate position applying for in the subject line of your email.

Please indicate position and branch/cities applying for in the subject line of your email. *Internal applicants are expected to notify their supervisor before applying. Only those applicants being considered for an interview will be contacted.*

Accessibility accommodations and materials in alternate formats for individuals with disabilities can be arranged upon request.

For more information on other opportunities at the YMCA of Niagara please visit: ymcaofniagara.org

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