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## **Job Position: Youth Engagement Coordinator**

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We are seeking an organized and self motivated individual for the position of Youth Engagement Coordinator. Big Brothers Big Sisters of Centre Wellington is creating 6 multipurpose rooms to act as a hub for programs and services that youth identify as a need. The Youth Engagement Coordinator will be the link between the youth and the community agencies that execute the programs. They will also be responsible for bookings of the rooms and keeping a calendar updated in a way that youth will access the information.

### **Position Profile:**

The successful candidate will deliver a project to pilot various approaches to engaging youth and create effective programming and activities to increase their social and emotional resilience. Supporting the positive development of children and youth, this initiative is helping children and youth who are facing barriers to develop strong emotional and social skills, and has an impact on the lives of 120 people in the community.

### **Key Responsibilities**

- Plan, execute and keep youth engaged in meetings with the Youth Action Committee
- Listen and create the programs youth are identifying as critical
- Liaise with community partners (local schools, funders, not for profits, etc) and draw on their services and programs as much as possible.
- Budget tracking
- Supervise programming and getting feedback from youth
- Plan open house events and attend other events to market and advertise the space we have
- Reporting and initiative evaluations
- An understanding of genuine youth engagement

### **Qualifications**

- Excellent listening skills
- Very organized and great attention to detail
- Excellent people skills and a friendly, responsible, service-oriented attitude. Very relatable to youth population
- Strong communication and teamwork abilities
- Tech savviness is important (social media, website management, etc)
- Able to problem solve effectively and calmly
- Mandatory reference, Family and Children's Services Check, and police checks
- Certified First Aid Level C and CPR is preferred but not mandatory
- Drivers licence and access to a car is preferred but not mandatory

### **Terms of Employment**

- 1-year full time contract (start date November 4) with opportunity of extending
- \$16.00/hr
- Reports to Executive Director
- Requires Criminal Record Check
- This position is funded by Ontario Trillium Foundation and will require to follow the grant application guideline.

Please forward *Cover Letter/Resume* to Kristen Drexler by October 1, 2019 to [kristen.drexler@bigbrothersbigsisters.ca](mailto:kristen.drexler@bigbrothersbigsisters.ca)