

<b>Position Title:</b>	<b>Youth Coordinator/Facilitator (24 hours a week)</b>
Department:	Youth and SWIS Programs
Program:	SWIS and Youth programs (drop-in groups, one-to-one sessions, group programs)
Reports to:	Manager, SWIS –Youth Programs

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## Summary

Under the direction of the SWIS Manager, the Youth Coordinator/Facilitator will coordinate and/or implement all aspects of Youth Settlement (SWIS) programming for (8-12 yrs and 13-18 yrs) immigrant youth. The position is also responsible for ensuring that all agency and funder administrative requirements and contractual outcomes are met.

The position will involve after-school hours and some evenings (e.g. Middle Years Program); programming is especially busy during the summer months.

## Job Duties

- Becomes familiar with NSMS programming objectives and client service philosophy, and understands clearly his/her role in achieving the stated objectives, goals and outcomes for Youth Programs.
- Read the project proposal and contract to become familiar with the projects objectives, goals, and outcomes, and understand clearly his/her role in achieving the stated objectives, goals and outcomes.
- Responsible for planning and implementation drop-in group and one-to-one sessions and short term settlement group (SWIS) programs including overseeing contracted facilitators.
- Create and maintain a youth-friendly safe place for youth to come and participate in programs at NSMS.
- Lead in the recruitment and selection of clients eligible according to funder/NSMS criteria; ensure clients not accepted understand the basis of the decision and are given referral information/options.
- Provide support and follow-up to clients throughout the project, providing referrals to appropriate resources for clients at risk, (e.g. suicide, mental health issues).
- Keeps the Manager informed on a regular basis (regularly scheduled meetings, reports, memos, etc.) as to project's progress and achievement of outcomes, and client issues.
- Ensure all teaching materials and aids are prepared and organized for facilitators to conduct workshops, including any necessary administrative documentation and forms (e.g. registration/waiver/photo authorization) are completed and secured, and ensure the coordination/ordering of any materials for workshops.
- Establish and maintain partnerships with key youth organizations and stakeholders in the community. Provide youth settlement information and orientation sessions, outreach to agency staff and community organizations for purposes of participant recruitment.

- Ensure Funder data requirements are collected and entered on the iCARE and agency data base.
  - Participate in staff selection/hiring of SWIS facilitators. their supervision and coordination of facilitators, when needed
  - Maintain an effective filing system for resources and curriculum materials.
  - Arrange and monitor volunteers and volunteer opportunities, as appropriate.
  - Attend and take an active role in departmental, all-staff, and committee meetings.
  - Perform other duties, as assigned by the Manager.
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## **Qualifications**

### **Minimum**

#### **Knowledge**

Must have a good working knowledge of:

- Immigrant youth barriers
- Diversity and issues related to discrimination
- Youth involvement strategies and models
- mental health and community resources/supports for youth
- Standard office equipment
- IBM personal computer and software applications (word processing, spreadsheets, email, internet and databases, website maintenance and social media platforms)

#### **Education**

- Degree, diploma, or certificate in community development, youth leadership, diversity training, and/or an appropriate combination of experience and training

#### **Skills and Experience**

- Experience and/or training in program development and facilitation of youth groups
- Demonstrated community outreach skills
- Demonstrated experience in youth engagement strategies and models;
- Experience in working with immigrant and refugee youth, specifically in the areas of settlement, outreach, recruitment, referral, and marketing
- Demonstrated ability to work with key stakeholders including the supervisor, staff, NSMS colleagues, participants,
- Excellent problem solving, critical reasoning and conflict resolution skills
- Strong skills in time-task management, organization and attention to detail
- Second language (Farsi/Korean/Mandarin/Cantonese) is an asset but not required

#### **Personal Suitability**

- Lived experience of diversity especially related to the immigrant clients served at NSMS

- Strong understanding of working and dealing with structures that may have systemic issues of discrimination while at the same time having the ability to continue to build bridges of inclusion and diversity within such systems
- Demonstrated flexibility in adapting to changing priorities, work styles and cooperation in working with a wide variety of clients, colleagues, employers, and community representatives
- Sensible with sound judgment
- Initiative
- Empathetic and tactful

**Desired**

- Access to use of a car desired but not required

**Salary Range:** \$22.00 - \$24.50/hour

Please send resumes and cover letters to **(Closing Date: April 17, 2018):**

Hiring Committee  
North Shore Multicultural Society  
#207-123 East 15th Street,  
North Vancouver, B.C. V7L 2P7  
Fax: 604-988-2960

Email: [hr@nsms.ca](mailto:hr@nsms.ca)

We regret that only short-listed applicants will be contacted. No phone calls please.