



CHILD & YOUTH COORDINATOR

The YMCA of Saskatoon is a non-profit membership based organization. We currently have approximately 2300 members at the YMCA. We offer around fitness, youth and family classes per week. Our fitness centre is an innovative functional work out space. We have a pool, a studio, a spin cycling area, squash and racquet ball courts and a gymnasium. We operate two summer day camps and many youth classes throughout the week. We have three licensed childcare centres and also operate in 11 schools in our community.

Department: Child & Youth

Direct Supervisor: YMCA Youth Director

40 hours per week – Flexible work hours required

Key Areas:

- Responsible for direct supervision of children and staff during the specified hours of operation of the children and youth programs at the YMCA of Saskatoon.
- Be able to work with external agencies on collaborative programs and projects, such as a child and youth program with the open door society
- Communications and guidance with staff for all incident/behavioral situations and passing on all information to Director for parent follow up.
- Uses guidance and discipline strategies that are consistent with the philosophy of the YMCA of Saskatoon.
- Ensures that all activities offered at and away from the center are carried out in a safe and efficient manner.
- Demonstrates and uses positive guidelines such as modeling, redirecting, positive language, and positive reinforcement.
- Summer Camp Coordination (Starting April)
- Coordination of Birthday party rentals and special events as needed
- Assist with Before and After school programming and Schools Out Camps as needed
- Demonstrates a clear understanding of a child & Youth directed environment and scaffolds and extends experiences for children and youth accordingly.
- Plans, implements, and assesses developmentally appropriate activities and experiences in accordance with the philosophy and practices of the YMCA.
- Be able to instruct a verity of programs for children and youth
- Purchasing supplies
- Trains staff team members on site; daily mentoring and coaching.
- Direct supervise program staff
- Participating in the hiring process by being present at the interviews and providing input
- Facilitates staff meetings as required.
- Facilitates the staff evaluation process.
- Facilitates individual or team conferences regarding work performance as necessary.
- Provides staff with regular encouragement and recognition. Ensures that program sites are maintained and in a neat, organized, and safe manner.
- Maintains communication and liaison with school Child & Youth Program Director
- Assures that all YMCA Child Protection requirements are met

Required Skills and Education:

- Working towards a post-secondary degree is required. Preferably education, early childhood education, recreation, social work or kinesiology.
- Experience in program planning for children and youth ages 3-17.
- Related experience in the field of community development, leadership training and recreation, sport and culture program planning.
- Supervisory experience an asset.
- Valid First Aid, CPR
- Flexibility regarding assigned working hours, including evenings and weekends.
- Satisfactory criminal reference check and vulnerable person check.

Competencies:

- Teamwork: Actively builds teams and encourages open relationships for maximum organizational effectiveness.
- Leadership: Guides, motivates and inspires self and others to take action to achieve desired outcomes.
- Planning and Organizing: Establishes a clearly defined and effective course of action for self and others to accomplish short and long term goals.
- Relationship Building and Collaboration: Builds positive interactions both internally and externally to achieve work related goals.
- Flexibility/Managing Change: Ability to know your environment, initiate and respond effectively to changing conditions.
- Service Orientation: Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience.
- Commitment to the Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA.

Salary Range: \$36,160 - \$36,400 Annually.

Effective: December 2017

Length of term: Permanent Full Time

Benefits: Group Health Plan, Wellness Program, and Pension Plan

Resumes and cover letters will be accepted until 4:00 pm November 17, 2017

**Matt Neufeld
Program Director
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