

Internal/External Job Posting

POSITION:	Youth Outreach Programmer
SALARY:	\$33.35 – \$35.39 per hour + benefits (2023 rates)
CLASSIFICATION:	J12
HOURS OF WORK:	Hours of work are flexible and based on program needs. Core hours must be during non-school hours to ensure they are present when youth are participating. Ability to work a variety of shifts, including evenings and weekends as operationally required.
STATUS:	33 hours per week, regular part-time
CLOSING DATE:	November 21 st , 2023, at 12:00PM
COMPETITION #:	23-107

SUMMARY: West Shore Parks & Recreation Society (WSPRS) is seeking a Youth Outreach Programmer, to play a pivotal role in developing and implementing youth programs that foster personal growth, community engagement and social well-being. Funded by the Building Safer Communities grant, the Youth Outreach Programmer will be immersed in the youth population creating outreach activities, programs and interventions that connect youth with mentors and formal/informal supports. This new and exciting role has been defined with clear expectations and guiding principles to set this individual up for success. The focus will be on youth and their families, to create positive change, using a regional lens, with the ability to be flexible, adaptable, knowing there is no wrong door for the children, youth, and families we support. WSPRS is committed to the success of this initiative and the successful applicant, understanding that trying new things requires a level of risk and is equally committed to the process and outcome. This position will collaborate with community stakeholders to design and implement innovative youth programs and partnerships that align with the grant's objectives ensuring they promote safety and inclusivity.

JOB DUTIES & ACCOUNTABILITIES

- Develops, initiates, and implements programs within approved guidelines and principles of grant.
- Assists with development of program goals, fosters meaningful connections with youth, ensures their voices are heard and needs are addressed in program planning and delivery.
- Provides guidance, mentorship, and support to youth, helping them develop essential life skills and make positive life choices.
- Meets with partner organizations/community groups to develop programs and agreement details in accordance with established guidelines.
- Participates on community inter-agency committees and works with community groups on joint programs to build partnerships and strengthen community bond.
- Recruits, selects, monitors, and schedules staff.
- Assists with implementation of orientation and training for program staff and provides leadership, guidance and gives day-to-day work direction to employees and small work teams.

- Ensures all facilities, supplies and staff required for programs are in place. Purchases and coordinates supply and equipment as required.
- Monitors pre-established department budgets and assets. Develops and monitors program information, including program costs for review and approval. Provides projections to assist Coordinator in budget reconciliation.
- Assists with the distribution, collection and compilation of department's program assessments, evaluations and provides statistics and other information for reports.
- Assists with the planning and implementing of special events and/or projects.
- Develops content for marketing and promotional purposes.
- Resolves minor issues covered by policies and procedures.
- Ensures policies and procedures are implemented.
- Other duties as required.

QUALIFICATIONS

- Undergraduate degree in Child & Youth Care, Social work, or a related area from a recognized post-secondary institution with a minimum of two years' experience working with at risk youth in a community setting, or a two-year diploma with an additional four years' experience.
- Extensive knowledge and understanding of youth services, community resources and opportunities for youth.
- Supervisory experience and leadership skills, customer service and problem-solving skills.
- Demonstrated conflict resolution, advocacy, crisis intervention and mediation skills.
- Experience working with youth in a community setting and knowledge/awareness of at-risk populations and diverse cultures.
- Experience in program development, coordination, and the ability to measure, interpret and implement performance measures is required.
- Demonstrated ability to interpret trends, demographics, and community needs.
- Ability to maintain effective working relationships with youth, staff, the public and outside agencies.
- Ability to maintain records and compile brief reports.
- Demonstrated ability to develop, monitor, track and forecast budgets.
- Functions effectively both independently and as a member of a multi-disciplinary team.
- Ability to prioritize, organize and multi-task to meet deadlines and program requirements.
- Computer skills include word processing, Excel, and recreation software system.
- Current Emergency First Aid and CPR C/AED certification is required.
- CLASS 4* unrestricted BC drivers' licence is required.

A clear and current criminal record check is a condition of employment and is the financial responsibility of the successful candidate.

APPLICATIONS

Resumes and cover letters quoting competition **23-107** to be received prior to **November 21st, 2023**, at 12:00PM, **Attention:** Human Resources, West Shore Parks & Recreation Society, 1767 Island Highway, Victoria BC V9B 1J1, Fax: (250) 478-8363; email: jobs@wspr.ca

This is a union position. Only those candidates under consideration will be contacted.

Posted: November 2nd, 2023.

All **regular** status employees and their immediate family members are eligible for an annual membership valued at \$998. This includes access to the pool, weightroom, drop-in fitness classes, and skating rink.

Benefits for regular employees include the following:

Annual Vacation: Year 1 – prorated based on 15 days per year and increases with years of service.

Sick Leave: Year 1 – prorated based on 12 days per year and increases with years of service. Carry over provision from year to year, based on collective agreement.

Personal Emergency Family Leave – 3 days per year

Access to Employee & Family Assistance Program (EFAP): confidential counselling

Long Term Disability Insurance

Participation in the Municipal Pension Plan – plan your retirement!

Extended Health & Dental: optional benefits

- Extended Health Plan
- Dental Plan

Group Life Insurance

- Basic Group Life Insurance Accidental Death & Dismemberment
- Optional Dependent Life Insurance: optional benefit

Optional Group Life Insurance and optional Accidental Death & Dismemberment: optional benefit