



JOB DESCRIPTION Youth Services Coordinator
Non-bargaining Unit Position • CUPE LOCAL 5218
(6-month contract with potential to become full-time permanent)

LOCATION Scarborough, ON

WARDEN WOODS COMMUNITY CENTRE

Warden Woods Community Centre (WWCC) is a multi-service agency governed by a local Board of Directors and funded by all three levels of government, the United Way, and other generous partners. The Centre provides over 50 programs and services to over 6000 clients annually out of our main Centre and several satellite locations.

POSITION SUMMARY

Reporting to the Manager of Children & Youth Services, the Youth Services Coordinator is responsible for planning, developing, and implementing programs for youth (13 years old to 18 years old) in Southwest Scarborough. In this role, you will apply a holistic approach to delivering innovative and relevant programs and promoting healthy living to youth in Southwest Scarborough.

RESPONSIBILITIES

- Ensures that the programs and services are effective in meeting the needs of youth in the community and adhere to the organizational objectives of the Centre
- Plans and implements youth programs designed to meet the needs of youth in southwest Scarborough
- Ensures the daily operation of the programs
- Works in partnership with community organizations
- Identifies and reports on trends and priorities needed for youth in the community
- Works collaboratively with other program staff at the Centre
- Develops and maintains an awareness of services and programs for youth and refers clients when appropriate
- Ensures implementation of policies, procedures within the Centre
- Promotes and encourages youth to maintain an optimal level of health and well-being
- Prepares monthly program communication(s)
- Performs administrative duties, such as monitoring and reporting program statistics and general progress of programs to Management and Funders
- Assists with writing funding proposals as required for Youth Services
- Perform all other duties as assigned

QUALIFICATIONS

- Bachelor's degree in Social Work or equivalent degree in a related field
- Minimum of 2 years experience managing programs
- Minimum of 2 years experience working with youths
- Capacity to work with people from diverse cultural backgrounds
- Strong ability to work independently
- Excellent interpersonal and communication skills
- Strong computer skills
- Available to work a flexible schedule, including some evenings and weekends
- Current First Aid, CPR and Police Check.
- Knowledge of Microsoft Office applications, Outlook, Microsoft TEAM, Google meets and Zoom
- Ability to work in a diverse environment within an anti-oppression, client-centred framework
- Valid driver's license (where applicable)

COMPENSATION AND HOURS OF EMPLOYMENT

- \$21.98 per hour
- 35 hours per week
- Evenings & Weekends

APPLICATIONS

WWCC is an equal opportunity employer committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, colour, religion, nationality, disability, age, or any other characteristic protected by applicable law. We encourage all qualified persons to apply, particularly Indigenous peoples, persons with disabilities, ethnic minorities, visible minorities, and others who share our values and contribute to fostering an inclusive and diverse workplace. Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.

Warden Woods Community Centre is a unionized workplace, and employees are represented by CUPE Local 5218. This is a non-bargaining unit position.

The successful candidate must be fully vaccinated against COVID-19. A police reference check is required by the successful candidate prior to commencing employment.

While we appreciate all responses, only candidates under consideration will be contacted. Please send resume and cover letter via e-mail only to: careers@wardenwoods.com with Youth Service Coordinator noted in the subject line.