



YMCA of Greater Vancouver Employment Opportunity

Date Posted:	June 12, 2019
Position Title:	Supervisor, Youth Programs
Location:	Tong Louie Family YMCA: Surrey, BC (some travel required to other program sites in the Lower Mainland and Fraser Valley)
Terms:	Part-time, Permanent
Shift:	28 hours/week, Tuesday – Friday 1pm-9pm (plus some weekends as program requires)
Salary Range:	Under Review, includes benefits
Start Date:	August 1, 2019
Reports To:	Manager, Youth Programs

Situation:

The YMCA of Greater Vancouver is a charity dedicated to strengthening the foundations of community, by nurturing the potential of children, teens & young adults, promoting healthy lifestyles, fostering a sense of social responsibility and delivering lasting personal & social change. We are building a community in which a generation of children and families reach their full potential. Our values guide our decision-making and behavior—we do the right thing, put people first, keep our promises and lead by example.

For over 130 years, we have been part of the community, a place where people of every age and background find the support they need to grow in spirit, mind and body. One of the Lower Mainland's leading charities, the YMCA of Greater Vancouver provides services in health & fitness, child care, camping, employment & community services to over 120,000 participants annually.

Nature & Scope:

The Supervisor is responsible for leading YMCA of Greater Vancouver youth engagement programs, including youth summer camps, weekly youth leadership development programs, drop-in youth night, and an annual youth leadership development conference. These programs aim to support young people ages 10-18 to develop leadership skills through team building, social events, volunteer opportunities, fundraising, training, and special events. This position requires supervision of several youth program sites and a team of full-time and part-time youth program staff and volunteers.

Major Responsibilities:

- Provide leadership and expertise to ensure the delivery of high quality programs and services that meet YMCA service expectations and the needs of program participants
- Develop program curriculum and relevant staff/volunteer training that supports current best practices for working with youth ages 10-18, in accordance with YMCA Standards, YMCA Child Protection policies and YMCA Healthy Adolescent Development principles
- Organize and lead Youth Leadership Development program events (Youth Night, Kids Night Out, , Conference, Summer Camps)
- Provide direct leadership, training, coaching, and supervision to a team of part-time staff and volunteers
- Plan and lead seasonal training sessions for group leaders and program staff
- Develop and maintain positive working relationships with key stakeholders including program participants, parents, YMCA staff, volunteers, partners, community agencies and service providers
- Oversee development of marketing, promotions and outreach plan to recruit target numbers of participants
- Manage staff scheduling
- Camper scheduling and organize camper information for summer camps
- Participate in full cycle HR process with employees and volunteers as necessary, including: recruitment, orientation, development, and discipline

- Complete reports as required and oversee the ongoing monitoring and evaluation of programs to ensure continuous improvement
- Provide leadership in emergency situations
- Ensure the safety of all members, participants, staff, and property by following YMCA standards, policies and procedures
- Provide leadership and support to the YMCA annual fundraising campaign
- Will be required, as needed, to provide front line support and/or direct delivery of programs
- Ensure the YMCA's reputation as charity of choice is understood and supported by the community
- Organize and plan volunteer opportunities for youth

Qualifications/Experience:

- Minimum three years experience working with diverse groups of youth
- Minimum two years experience in a supervisory role
- Degree or diploma in Child & Youth Care or an equivalent combination of education and experience
- Able to work flexible hours as some programs occur in the evening
- Commitment to working in a socially inclusive environment responding with sensitivity and personal awareness to the diverse needs of members including visible and non-visible dimensions of diversity
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date
- Well-developed interpersonal skills with ability to establish rapport with participants, staff and volunteers
- Excellent administration skills and experience tracking expenses
- Microsoft Office skills including PowerPoint, Excel, Word etc.
- Valid Standard First Aid and CPR-C/AED (may be completed within the first 30 days of employment)
- Ability to travel across the Lower Mainland and work flexible hours as required
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date

Competencies:

In addition to bringing a commitment to YMCA vision and values, the candidate should possess the following competencies:

Leading Self

- Evolve in Professional Capability – Commit to being better
- Achieve Excellence and Authenticity – Show up with the best version of you

Leading Others

- Develop the Potential in Others – Help people grow and lead
- Create a Culture of Connection – Build bridges between people and partners

Leading Mission

- Think and Act Strategically – Make good decisions and act on them
- Make an Intentional Impact – Advance the strength and cause of the Y

Application Process:

Internal Applicants: Please apply online through the ADP Workforce Now Career Center.

External Applicants: Please apply using the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=2b4cd153-66c2-4524-9a1c-714e9e1780df&cclid=19000101_000001&jobId=290296&source=CC3&lang=en_CA

Application Deadline: 6:00pm on June 25, 2019

*Thank you for your interest and application.
Due to the high volume of applications received, only short-listed candidates will be contacted.*



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