



YMCA of Greater Vancouver Employment Opportunity

Date Posted:	September 11, 2019
Position Title:	Coordinator, Youth Exchanges Canada
Location:	Robert Lee YMCA (955 Burrard Street, Vancouver, BC) with some off-site work at satellite locations
Salary Range:	Under review
Start Date:	As soon as possible
End Date:	March 31, 2022
Terms:	Temporary, Part-time (21 hours per week)
Reports To:	Manager, Global Initiatives & Youth Engagement

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 behaviour- 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.

The Youth Exchanges Canada program matches groups of teens with a similar age group from another province/territory for an exchange. Each group of 10-30 participants travels with their Group Leader to the other's community to experience their culture and traditions, to learn from each other and to promote the understanding and appreciation of the diversity of Canada. As part of this great adventure, both groups work together on a service project that has a positive impact on the community.

Nature and Scope:

The coordinator provides leadership to the Youth Exchanges Canada (YEC) program by working closely with the YEC Group Leaders to ensure all administrative tasks are completed and that groups enjoy a successful exchange. Travel is required to visit various YEC programs throughout Canada.

Major Responsibilities:

- Promotion of YEC programs through YMCAs and community organizations around Canada and the world
- Recruitment and selection of groups to participate in YEC
- Complete all administrative duties related to work visas, applications, individual and group travel arrangements, and reporting requirements
- Work closely with YEC Group Leaders to ensure all administrative tasks are completed and support them with preparing appropriate, engaging and safe host plans
- Plan and deliver training for YEC Group Leaders, including how to complete administrative tasks and prepare a successful exchange
- Develop partnerships with schools and community groups to recruit groups for YEC
- Provide face-to-face support to YEC program participants as needed. This can include meeting with parents, youth, and Group Leaders
- Travel to visit various YEC programs throughout Canada
- Participate in two training sessions, located across Canada (usually in May and October)
- Track expenses and process invoices

- Monthly reporting and data collection
- Other duties as assigned

Qualifications:

- At least 3 years of relevant work experience
- Experience working with youth ages 12 – 30 years old required
- Relevant post-secondary education and/or experience
- Experience in program development, workshop design and facilitation
- Demonstrated experience building and maintaining community partnerships and relationships
- 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
- 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.
- Standard First Aid and CPR-C/AED required to be completed within the first 30 days of employment
- Ability to travel for work 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=294280&source=CC3&lang=undefined

Application Deadline: 6:00pm on September 22, 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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