

## **Employment Opportunity**

### **Youth Leadership Programming Manager**

#### **About YWCA Edmonton**

YWCA Edmonton is a non-profit women's organization that advances the wellness and growth of women, girls and families. We provide education and services to thousands every year through leadership programs, counselling, outdoor education, and supporting people with disabilities.

#### **About YWCA Edmonton Youth Programming**

GirlSpace® is a program just for girls ages 11-18 years offered by YWCA Edmonton. It focuses on reducing the risk of violence in girls' lives, improving their health and well-being, and setting the stage for their development into strong, healthy, and empowered young women.

For women to become the best versions of themselves, they need to get the best start possible. Unique from their male counterparts, though, girls face high rates of sexual violence and a significant decline in mental health as they enter adolescence and young adulthood. This program provides participants with tools and resources to cope with these challenges, while increasing their self-esteem, confidence, and belief that they can change the world!

Each week after school for 20 weeks, participants come together as a group to learn about a topic focused on the specific needs and experiences of girls and young women in Canada. Young women act as both group facilitators and role models, involving the participants in the design of each session so they can gain the skills they need to succeed.

#### **Job Description Highlights**

The Youth Leadership Programming Manager will primarily be responsible for coordinating the GirlSpace® program. This individual will be required to build relationships within the community and working closely with YWCA volunteers and staff to ensure the programs are successful in meeting the participants' needs. In addition, the Coordinator may also be involved in the development of new programs.

This is a permanent position working an average of 20 hours/week where hours may vary during peak times of the GirlSpace program (leading up to the program and during its completion). Flexible work hours are required to attend meetings/ events in the late afternoons and evenings.

#### **Job Responsibilities**

- Present and promote program to schools, and at volunteer fairs, workshops, and conferences, and to potential volunteer mentors at post secondary institutions
- Assist with recruiting and interviewing of volunteer mentor applicants
- Orientate, train, and supervise volunteer mentors
- Research and compile community resources through internet searches and conducting cold calls
- Compile written materials as required

- Produce a written reports within one month after completion of each program
- Monitor and track expenditures for budgeting purposes
- Evaluate program to ensure effectiveness and revise as necessary
- Pick up and deliver supplies as required for program and conference
- Liaise with volunteer mentors, post secondary institutions, program participants and community agencies
- Collaborate with the Counselling Centre Director
- Organize program logistics including booking volunteer speakers and locations, arranging purchase of materials, coordinating registration, and ensuring the program runs smoothly from its inception to completion
- Maintain good public relations with liaisons at each program location, other youth agencies, and with YWCA volunteers

**Qualifications:**

- Post secondary degree in Social Work, Psychology, Child/ Youth Care, or Education; equivalent experience will be considered
- Experience in program/ project coordination
- Experience working and developing youth programs
- Experience facilitating groups
- Excellent interpersonal, presentation, verbal and written communication skills
- Energetic, organized, and possesses excellent multitasking skills
- Experience working with and leading a team of volunteers
- Computer skills in MS Office (Word, Excel, and PowerPoint)
- A valid drivers license and access to a vehicle is required

**Checks & Insurance:**

- Able to provide a clear Criminal Record and Vulnerable Sector Check
- Able to provide a clear Youth Intervention Check
- Must carry a minimum of \$2 Million in professional liability Insurance (if registered with a professional college)

**Hours Offered:** Flexible, part-time (approximately 20 hours per week with the potential for increased hours as needed)

**Anticipated Start Date:** June 2018

**Salary:** Competitive wage based on years of experience and qualifications; benefits included.

***How to apply:***

Please submit a cover letter and curriculum vitae via email or in person to:



**Ashley Lim, M.Ed.**

Registered Psychologist

Director of Counselling Services & Youth Leadership Programs

**YWCA Edmonton**

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10080 Jasper Avenue

Edmonton, AB, T5J 1V9

Fax: 780-488.6077

Email: [A.lim@ywcaedm.org](mailto:A.lim@ywcaedm.org)

**Competition Closing Date:** Applications will be accepted until a qualified candidate is found.

**Only qualified candidates will be contacted.**