

YOUTH PROGRAM COORDINATOR

Youth Volunteer Connections Program supports youth to build their skills and experience through volunteering. FT position. Full info at http://volunteervictoria.bc.ca/news_other.html

Application Deadline May 31, 2012.

Information on our web site

YOUTH PROGRAM COORDINATOR POSITION

An exciting opportunity exists to join an outstanding staff and volunteer team providing services to nearly 300 non-profit agencies and thousands of volunteers in Greater Victoria. We are seeking an exceptional individual to lead our *Youth Volunteer Connections Program*. This program works with youth, including marginalized youth, to build skills, confidence and community connections through meaningful volunteer placements with community agencies.

Applicants will be expected to demonstrate the following qualifications:

- Relevant post secondary education and at least 3-5 years related experience
- Proven ability to plan and coordinate related programs in the social services sector
- Experience working with youth
- Knowledge of volunteer management principles and practices
- Experience developing and facilitating workshops and training
- Understanding and familiarity with non-profit sector, volunteering and youth engagement
- Experience using social media (Facebook, Twitter, Wordpress, etc)
- Team player with excellent communication and written skills
- Inclusive and respectful of diversity
- Ability to develop close working relationships with schools, youth serving agencies, Youth Advisory Committee, and community organizations
- Familiar with data gathering, record keeping, outcomes measurement and reporting
- Excellent skills in Office Suite

26 hours per week until October 17th, 2012. 35 hours per week after October 17, 2012, plus full benefits. View Job Description. Apply to the Executive Director, Volunteer Victoria, 306 - 620 View Street Victoria, BC V8W 1J6 or to lisa@volunteervictoria.bc.ca Deadline, May 31, 2012. We sincerely thank all who apply, however, only short-listed candidates will be contacted.

Volunteer Victoria is committed to being representative of the communities it serves and therefore encourages applications from persons from diverse groups.

VOLUNTEER VICTORIA JOB DESCRIPTION

PROGRAM COORDINATOR YOUTH VOLUNTEER CONNECTIONS

GENERAL: Reporting to the Executive Director and working in cooperation with other Volunteer Victoria team members, coordinate the Youth Volunteer Connections Program.

GOALS:

- A) To successfully engage youth, including marginalized youth who may have few links to the community, in meaningful volunteer opportunities so that they gain skills, experience and confidence; build community connections; experience personal growth and enjoyment; and gain exposure to and awareness of the broader community.
- B) To support youth in developing volunteerism as a lifestyle choice and be actively and meaningfully involved in their community.
- C) In partnership with the community and member agencies, to provide effective programs and services that promote and sustain youth engagement in volunteerism.

ACTIVITIES:

1. Develop informational and promotional materials about the program for schools / youth serving agencies, targeted youth, and community placement agencies.
2. Maintain Facebook page for the program and work closely with staff team to support the overall social media campaign (blog, twitter, etc).
3. Work closely with youth employment programs, schools / educational facilities, diverse youth groups, and youth serving agencies to identify and reach out to youth and raise awareness of volunteerism.
4. Promote program through appropriate venues in the community to facilitate access by potential participants. Deliver presentations to youth in schools, youth serving agencies, etc.
5. Liaise with and provide support and training to community organizations to identify and generate meaningful volunteer opportunities for youth and to promote youth-friendly practices.
6. Develop, implement and maintain program tracking and monitoring systems to ensure the program is meeting targets, to obtain feedback for program refinements and for reporting to funders.
7. Provide youth with volunteering information, resources and access to other community services as needed (email, phone, etc).
8. Interview youth, assessing needs, skills, job readiness levels and support required for volunteer placement. Then refer youth to appropriate volunteer positions.
9. Provide ongoing support to youth in volunteer placements, through phone contact, email, facebook and periodic on-site visits.

10. Maintain liaison with agency placement sites to ensure placements are working well and both agency and volunteer needs are being met.
11. Ensure that comprehensive client records are maintained for all placements and that reporting is carried out in a timely fashion.
12. Maintain ongoing liaison with agencies, referral agents and others involved in the program.
13. Collaborate with community agencies and the Youth Service Provider's Network to build capacity and to raise the profile of youth and volunteerism in Victoria.
14. Provide supervision, support and mentoring to Youth Volunteer Connections program volunteers and staff.
15. Work with and support the Youth Engagement Advisory Committee for the Youth Connections program.
16. Carry out program assessment and generate recommendations at the end of the contract period.

QUALIFICATIONS

1. Relevant post secondary education and at least 3-5 years related experience
2. Proven ability to plan, coordinate and deliver related programs in the social services sector
3. Experience working directly with youth, including marginalized youth, preferably in the areas of work experience or volunteer placement
4. Knowledge of volunteer management and risk management procedures
5. Experience supervising, mentoring, and evaluating volunteers and staff
6. Experience developing and facilitating workshops and presentations
7. Experience using social media (i.e. Facebook, Wordpress, Twitter, YouTube, etc)
8. Understanding and familiarity with the non profit sector, volunteerism and youth engagement strategies
9. Team player with excellent communication skills
10. Inclusive and respectful of diversity
11. Familiar with all standard computer software and excellent written communication abilities
12. Ability to develop and maintain close working relationships with community agencies, schools, referral agencies, and other program stakeholders.
13. Familiar with project reporting activities, records keeping, report writing and data gathering.

WORKING CONDITIONS:

Volunteer Victoria is a busy office open Monday to Friday 8:30 to 4:30. Youth program currently running until 6pm on Tuesdays and Thursdays.