



# Employment Opportunity

**YMCA Northumberland currently has an opening for the following position:**

## **Coordinator – Youth, Preschool and Community, Sunny Life Recreation and Wellness Centre**

**Position Status:** Full-time - 40-hour work week

**Salary Range:** Range of \$39,520 - \$41,600 (commensurate with experience)

**Reports To:** Manager – Health, Fitness and Aquatics

### **Organizational Overview:**

As one of the largest charitable community service organizations in Canada, YMCA Northumberland responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people.

This position requires a commitment to the YMCA mission and core values of: Health, Responsibility, Honesty, Caring, Inclusiveness and Respect, as well as a commitment to building developmental assets in children and adults.

### **Nature and Scope:**

Reporting to the Manager – Health, Fitness and Aquatics, the Coordinator – Youth, Preschool and Community will coordinate and supervise the day-to-day operations of the Youth department by assisting in developing, organizing and maintaining high quality YMCA programs. This will include planning, coordinating, administering, and evaluating programs. The Coordinator – Youth, Preschool and Community will also provide leadership, instruction and motivation for youth staff and volunteers in accordance with YMCA policies and procedures, as well as provide front line delivery of programs. They will create a safe and positive atmosphere which promotes member safety, engagement and satisfaction. They know and exhibit the YMCA Mission through programs that strive for youth development, healthy living, and social responsibility. The Coordinator – Youth, Preschool and Community will also be responsible for day camp programming at the Sunny Life Recreation and Wellness Centre YMCA Branch and YMCA outreach locations and for providing support within Aquatics Department as required.

The Coordinator – Youth, Preschool and Community is a member of the Branch Leadership Team, which involves: strategic planning for the branch on an annual basis, participation at monthly Branch Leadership Team meetings, involvement in Association committees and Service Manager responsibilities.

**Responsibilities:**

- Responsible for the direct supervision and management of staff and volunteers in the youth department
- Works collaboratively with Manager-Health, Fitness and Aquatics and Coordinator, Aquatics to ensure YMCA service standards are met or exceeded.
- Front line leadership and scheduled Service Manager shifts as required
- Supervise youth programs to ensure program quality and monitor staff performance and member service.
- Develop relationships with members and obtain regular feedback on programs.
- Assist in the delivery of youth programs, instructions and staff trainings.
- Monitor and evaluate the effectiveness of and participation in programs.
- Maintains child protection standards on an ongoing basis
- Prepares incident reports as needed
- Assists with scheduling, responding to daily public inquiries about youth programs and other regular administrative tasks
- Responsible for preparing and facilitating staff probation/performance reviews (3 month and annual)

**Work Environment:**

- Based out of Sunny Life Recreation and Wellness Centre YMCA Branch
- Travel is required throughout Northumberland County during summer months
- This position works from a variety of locations including the Sunny Life Recreation and Wellness Centre YMCA Branch and YMCA outreach programs

**Competencies:**

- Relationship Building and Partnering
- Results Focused
- Teamwork and Collaboration
- Effective Interpersonal Communications
- People Management

**Qualifications:**

- 2-year Fitness and Health Promotion Diploma or equivalent certificate
- 2 years experience in a supervisory role including staff recruitment, training and conducting performance appraisals
- Excellent organizational and time management skills
- First Aid and CPR Certification
- Previous YMCA experience is an asset, as is knowledge of YMCA Standards
- Computer skills using Microsoft Windows applications and ActiveNet training an asset
- Police Vulnerable Sector Check required. Police Checks are reviewed on a case-by-case basis
- Valid Driver's License and own vehicle

**Apply Now:**

If you are interested in this position, please submit your cover letter and resume, along with documentation to verify position requirements by **Friday August 16<sup>th</sup>, 2024** to the attention of:

Leanne Clarke

Manager- Health, Fitness and Aquatics

[campbellford.info@nrt.ymca.ca](mailto:campbellford.info@nrt.ymca.ca)

Should you require any accommodation throughout the recruitment process please do not hesitate to contact our Human Resources Department.

We thank all applicants, however, only those considered for an interview will be contacted.