**Youth & Family Program Coordinator - Job Description**

**Position Summary**

The Youth & Family Program Coordinator works collaboratively with Cherryville Community Food and Resource Society (CCFRS), local stakeholders, and community-based resources to support youth and their families in the Cherryville area. Part of this position is designed to support youth through quality programming tailored to Cherryville needs and interest, offering safe and educational learning throughout school year. The other part of this position includes outreach and advocacy to increase access to local resources and services by fostering new connections and relationships with service providers.

**Education, Training, and Experience:**

* Minimum one-year related experience with youth, community development, or outreach; or an equivalent combination of training and experience
* ECE, BSW, or Human Service Worker Diploma/Certificate preferred
* Must hold a current Emergency Child Care First Aid & CPR Certificate (available through CCFRS)
* Satisfactory Criminal Record Check with Vulnerable Sector
* Must have Responsible Adult or equivalent
* Must be at least 19 years of age

**Work Performed**

Duties and Responsibilities for this position include:

* **Program development, implementation, and evaluation:** i.e., running Arts & Culture classes throughout school year and if interested in additional hours, offering Kid Zone. An opportunity to get creative and design mini programs within budget to engage Cherryville youth, with the support of CCFRS team available.
* **Building relationships with youth and family:** connecting with Cherryville youth and their families, building rapport and supporting the family unit where possible.
* **Bridging connections with community partners:** liaising with community partners and making new connections to bridge resources from Lumby/Vernon area into Cherryville community. May include attending meetings, setting up meet and greets, connecting with SD22, liaising with youth outreach teams with goal to implement services into Cherryville (done in partnership with Executive Director).
* **System navigation support:** Making referrals to other programs, resources, and services both in Cherryville area and elsewhere as applicable.
* **Identifying gaps:** working collaboratively with Executive Director to determine gaps in resources and services and advocating for access to local supports for youth and their families.
* **Evaluation and Reporting:** must provide quarterly reports to Executive Director and maintain relevant statistics and data tracking. Encourage client feed back and support quality impact surveys.
* **Create safe environment for clients/families:** bringing a non-judgemental presence and encouraging open and inclusiveness with youth and family to ensure a welcoming environment.
* **Adhering to CCFRS policy and procedures**

**Hours:** This is a part time position, 15 hours per week (with potential for more hours if interested) at $20-$25/hour, wage based on level of training and experience. This position is dependent on funding and is reviewed on yearly basis.

**Place of Work:** Mondays are at the Cherryville Resource Center 8:00-3:00 with flexibility for remainder of hours to be determined in accordance with Executive Director. Throughout school year, program activities can take place at Cherryville Elementary School, Cherryville Community Hall, or Resource Center.

Qualified applicants are invited to submit resume with at least two references by email to:

**Meghan Derkach, Executive Director at** **meghan.derkach@hotmail.com**