



YWCA
CAMBRIDGE

NATIONAL ADVOCACY.
COMMUNITY ACTION.

Job Posting: Youth Program Coordinator

About

YWCA Cambridge provides various employment and prevention based programs for cis and trans women and girls, non-binary and two-spirit individuals. Many of our programs are offered through our community space, The W (20 Dickson St Cambridge, Unit 101). Summer programs will take place at The W offering free, participant-led programming options for cis and trans girls and non-binary youth ages 8-13.

Status

Contract (beginning June 27, 2022) 35hrs/wk, 8 weeks

2 positions available

Description

Working in collaboration with existing Youth Program Coordinators, the successful candidates will display an understanding and passion for working creativity with youth. The Youth Program Coordinator will be responsible for planning, facilitating and evaluating three weeks of summer programs and camps at the W.

Responsibilities

- Research, plan and facilitate summer camps (3 weeks), including off-site trips
- Facilitate evaluation (formal and informal) and maintain program statistics
- Document and complete reporting regarding summer camp programming, including statistics
- Organize and maintain programming space prior to, throughout and following programming
- Liaise and network with community partners

Skills & Qualifications

- Capable of working in highly collaborative team environment
- Clear and assertive communication skills
- Creative problem solving skills
- Strong time management skills; self-motivated
- Experience planning and facilitating youth recreation programming



- Experience working in programming with cis and trans girls and non binary youth, an asset
- Experience with both formal and informal evaluation techniques
- First Aid Certification
- Vulnerable Sectors Record Check
- Some post-secondary in a related field
- **Must be returning student in September**

Vaccine Verification - As a condition of employment you are required to provide confirmation that you are vaccinated against COVID-19 or have proof of valid exemption satisfactory to the employer based on government regulations. You must acknowledge and agree to comply with any future vaccine policy requirements that may arise through YWCA Cambridge.

For this position, in addition to your resume, please send a one page outline of how your education or experience relates to the position. Submit by June 13, 2022 12pm to the attention of:

Kate Taylor, Director of Programs at: k.taylor@ywcacambridge.ca