

POSTING

Program Coordinator

Temporary Part-Time (20 hours per week, flexible schedule)
(Until March 2022)

Connecting Community to Surrey Youth Aging Out of Care

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community. Options Community Services (OCS) is a participating organization in the coalition and is partnering with the Surrey Poverty Reduction Coalition (SPRC) in this program. Formed in 2012, SPRC aims to tackle upstream solutions to poverty in Surrey. Its diverse membership reflects the breadth and diversity of the impact of poverty; with representatives from government, business, health services, community service agencies, and members of impacted or highly vulnerable populations coming together to exchange resources, to collaborate, to plan, and take action.

The SPRC has been awarded a grant from the Vancouver Foundation to continue its work to build connections between youth in/from care with the broader community, in an effort to ease the transition from government care to independent living when youth turn 19 and reduce social isolation.

The Program Coordinator will report directly to the OCS Youth Services Program Manager or their designate, in collaboration with the SPRC Coordinator, and take additional direction from the Planning Committee, which includes a number of local youth-serving organizations, via the Coordinator. The Program Coordinator will manage the rollout and implementation of a 12-month online pilot program, facilitate a pilot 12-month youth leadership project, and perform other duties as assigned by the OCS Youth Services Program Manager or their designate, and the Planning Committee.

KEY DUTIES AND RESPONSIBILITIES

- Coordinate two pilot projects including an online support program for youth and a youth leadership development program;
- Work with the Coordinator and other contract staff to develop and design activities for a 12-month youth leadership development program for youth ages 19-24;
- Facilitate the 12-month youth leadership development program;
- Recruit and train adult volunteers for the online support program;
- Oversee and troubleshoot the online support program;
- Ongoing monitoring and evaluation of both pilot projects;
- Complete a final evaluation report on both pilot projects; and

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer
committed to hiring a diverse workforce.

Posted: 11/24/2020

OCS Posting #:A21694

- Additional duties as funding and time permits, as assigned by the SPRC Coordinator.

QUALIFICATIONS

Education, Training, and Experience:

- Undergraduate-level degree or coursework in Child and Youth Care, Social Work, or a related discipline and/or;
- Professional/volunteer work experience in a related area;
- An understanding and commitment to trauma-informed practice;
- Excellent English verbal and written communication skills;
- Lived experience in the government care system an asset.

Required Knowledge, Skills and Abilities:

- Understanding of the government care system and the transition youth go through when they turn 19 while in care;
- Knowledge of trauma-informed approaches to engagement and facilitation;
- Volunteer recruitment and management;
- Youth programming;
- Workshop and program facilitation; and
- Program monitoring and evaluation.

Youth applicants with lived experience in the government care system, or with poverty are strongly encouraged to apply. We also strongly encourage applicants who identify as LGTBQQIA2S+, disabled, Black, Indigenous, or a person of colour to self-identify in the cover letter, or accompanying email.

Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.

* An eligibility list will be maintained for up to 6 months.

COMPENSATION: \$26.00 per hour

CLOSING DATE: Resumes will be reviewed starting December 1, 2020 but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Options Community Services Society

Email: connectingcommunitysurrey@gmail.com

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21694] and outlining your qualifications and related experience for the position.