



## JOB POSTING NOTICE

The Door Youth Centre, a non-profit organization open Mon - Thurs 4pm-9pm offering social, recreation, and educational programs for youth between the ages of 12-18 .

**Position:** Program Coordinator  
**Reporting to:** Executive Director

### Main Responsibilities:

- Plan and oversee the implementation of group activities in after-school program settings.
- Supervise and support youth workers, volunteers and placement students
- Maintain attendance records and registration forms, including nightly reports
- Submit regular programming updates and reports
- Attend staff meetings/ training sessions as required
- Ensure our social media presence is updated via Facebook - Instagram

### Qualifications and requirements:

- University degree or College diploma is required in Social work or youth related field is preferred
- Relevant work experience in the youth field is an asset
- Criminal record check
- Standard First Aid/ CPR C

### Required knowledge, skills and abilities:

- Availability Mon-Thurs 1pm-9pm
- Assist in the planning of special guests/events
- Supervision skills and ability to take initiative and work both independently and within a team environment with minimal supervision
- Demonstrated conflict resolution skills
- General understanding of diversity issues (cultural, socio-economic, etc)
- Effective interpersonal and communication skills
- Ability to supervise and work effectively with volunteers

**Start Salary: \$15/hr for 24hrs/wk      Start Date: Nov 20<sup>th</sup>      Application Deadline: Nov 11, 2017**

All interested candidates are asked to email their resume to [info@thedooryouthcentre.com](mailto:info@thedooryouthcentre.com) . We are an equal opportunity employer that encourages all interested candidates to send detailed resume and cover letter. We thank all applicants for their interest, only those selected for an interview will be contacted.