

15641-96 Ave  
Edmonton, AB, T5P 2R7  
Ph/Fax: 780-481-2942  
www.kidsontrack.org



**Job Title:** Youth Coordinator

**Position:** 40 hrs/week, requires some evenings and weekend hours

**Start Date:** January 1, 2018 or earlier

**Location:** 15641-96 Ave, Edmonton, AB, various sites in West Edmonton, various field trips sites

**Rate of Pay:** Up to \$43,000/year, based on experience and education.

**Apply:** with cover letter and resume. Please include any relevant course descriptions, certificates and volunteer work.

**Send to:** linda@kidsontrack.org, Subject: Youth Coordinator Job Posting

The youth coordinator will provide leadership and management of the youth programs offered through Kids On Track Association of Edmonton. Kids On Track is a Christian faith-based organization with a strong evangelical mission. Central to the mission of Kids On Track is the provision of Christian instruction, mentorship, and faith experiences for youth. Applicants will need to be in agreement with our organization mission, values and beliefs, and lifestyle policy. This program serves low income, ethnically and culturally diverse youth. The Youth Coordinator will provide direction for other staff, volunteers, and youth leaders in delivering the youth program. Reports directly to the Program Director.

**The scope of responsibilities includes:**

- Planning and implementing weekly youth activities and full day and overnight recreational activities for youth
- Planning and implementing a Leader In Training Experience program for youth utilizing a variety of leadership training curriculum including Kid Lead, High Five, and Physical Literacy skills
- Develop a new initiative to connect with youth in their school environments
- Develop a new initiative for High School aged youth
- Monitor, organize, and oversee all aspects of the youth programs including budget, equipment, registration, advertising/marketing, communications, supervision of participants and volunteers/staff
- Collaborate with organizations, schools, agencies and individuals on specific programs or events
- Provide status reports to the Program Director and fulfill reporting requirements for grants
- Provides mentorship to the youth in the program
- Develop a youth leadership team with a volunteer base, student interns, summer students, and high school students

**Attributes Required:**

- Passionate about youth mentorship and development
- Experienced leader, able to direct and instruct and mentor others in leading youth
- A team builder – able to motivate and encourage others to participate and engage in new experiences
- A good understanding of the challenges facing low income, new immigrant and underserved populations
- Outstanding written and verbal communication skills
- Enjoy physical activity, particularly outdoor pursuits
- Developed administrative, planning and management skills, is organized
- Personal lifestyle is in agreement with the values and beliefs of the organization and is an exemplary role model for youth

**Skills/Training/Experience Required:**

- The position requires an individual who has a solid understanding of youth development and has a minimum of 2 years experience leading youth recreational and educational activities
- Has post secondary education relevant to youth leadership
- Recreational leadership skills including the ability to lead a variety of recreational activities
- Outdoor education and related recreational skills are central to programs
- Specific competence and certifications in sporting skills such as swimming, biking, skiing, skating, and canoeing would be an asset
- Experience in staff supervision and coordination of recreation program development and delivery
- Experience in budget monitoring and reporting would be an asset
- Current knowledge of successful processes for developing and delivering programs
- A team-focused individual with skills in the areas of communication, problem solving, organization, time management, conflict resolution, as well as a proven track record in providing excellent customer service
- Strong computer skills; competent in Office Suite programs and social media platforms such as Facebook, Twitter, Instagram

**Certifications/Licenses**

- Basic first aid and CPR required, wilderness First Aid recommended
- Clear Police Security Check and an Intervention Record Check
- Valid Class 5 (not on GDL) driver's license and access to personal vehicle for work
- Bus license will be required- on job training provided