



卡城華人社區服務中心

Diversecities Community Service Association

1406 Centre Street NE, Calgary, AB T2E 2R9
Tel: 403-265-8446 Fax: 403-233-0070 Website: www.diversecities.org

Children & Youth Program Coordinator (Full-Time, Permanent)

Diversecities is seeking a talented Children and Youth Program Coordinator. You will be responsible for delivering our award winning children and youth programming. Furthermore, you will be responsive to the trends of our community, and propose changes to meet the evolving needs of our clients.

About the role:

You will oversee our various seasonal children and youth programs, such as Super Cool Afterschool, Social Knot, and Spring and Summer Camps. In addition, you will also:

- Coordinate with stakeholders and partners to understand changes in demographic of the community, training needs, service gaps.
- Develop programming and curriculum that fits the needs of our clients.
- Develop recruitment strategies to attract and retain our target clients, including developing content for both traditional and digital media.
- Train, supervise, and provide feedback to volunteers on a regular basis.
- Communicate with legal guardians of our clients on a regular basis.
- Prepare, maintain, analyze qualitative and quantitative statistical reports.
- Attend and participate in all required staff meetings and training.
- Update team members of children and youth programs, initiatives and issues on a regular basis
- Represent Diversecities at relevant meetings.

As the successful candidate, you will have:

- Post Secondary degree or equivalent in Education, Social Work, Social Sciences or related field. Candidates with a second language will be given preference.
- Two or more years of relevant work experience.
- An awareness and understanding of child & youth development and pertinent community issues.
- Experience in submitting required reporting to funders. Preference will be given to candidates with experience in writing proposals.
- Ability to manage multiple projects and deadlines simultaneously with minimal supervision.
- Experience developing and delivering programming.
- Superb client relationship skills with the ability to successfully manage difficult situations.
- A valid driver's license, satisfactory driver abstract, and reliable vehicle with appropriate insurance.
- Excellent interpersonal skills, team player, organizational skills and leadership skills.

Compensation will be based on experience and qualification. Only candidates selected for interviews will be contacted. As a condition of employment, the successful candidate will be required to provide a satisfactory police information check including a vulnerable sector search.