



<b>FRONTIER SCHOOL DIVISION POSITION DESCRIPTION</b>
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<b>JOB TITLE</b>	Youth Centre Coordinator
<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>	Frontier Collegiate Residence
<b>LOCATION</b>	Frontier Collegiate Institute Campus
<b>REPORTS TO</b>	Residence Administrator
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three months
<b>EFFECTIVE DATE</b>	

**POSITION SUMMARY**

Reporting to the Residence Administrator, the Youth Centre Coordinator is responsible for developing, implementing, coordinating and evaluating the recreational and interest programs through the Youth Centre and Campus for all students on campus. The incumbent is required to work collaboratively with school and residence staff, students and applicable groups and agencies in program development and delivery. The incumbent must possess business and management experience in order to ensure the continued success of fundraising ventures and the overall viability of the Youth Centre.

**QUALIFICATIONS**

Education

- Post secondary training in Recreation, Physical Education, the Arts or related field.
- Valid school bus driver’s certificate.

Experience

- Two years experience working with adolescents and community or volunteer groups.
- Business and management experience.
- Experience working with First Nations people and understanding their customs and traditions.

Knowledge, Skills and Abilities

- Knowledge of basic bookkeeping and cash handling.
- Proficiency in a variety of computer applications in a network environment requiring the use of word processing functions, spreadsheets, presentation software and database applications.
- Program design and development skills.
- Excellent verbal and written communication skills.
- Ability to relate positively with adolescents.
- Ability to use initiative and judgment in determining work.

## **DUTIES AND RESPONSIBILITIES**

- Consults regularly with school and residence staff to determine students' overall recreational and interest needs. Creates new opportunities and activities for students.
- Meets weekly with Residence Counsellors to plan joint weekend activities.
- Plans and delivers daily programs and activities to students in the Youth Centre, gymnasium, other campus locations and/or off-campus as arranged.
- Promotes and advertises Youth Centre and related programs, e.g. provides posters for display on campus, provides an announcement for the high school to advertise over the public address system.
- Coordinates program requirements such as staff, volunteers, transportation, facilities, and equipment.
- Conducts programs evaluations to assist with future program planning.
- Coordinates or participates in fund-raising activities as required.
- Recruits and trains student workers for canteen and activity programs.
- Supervises and schedules student workers and volunteers.
- Schedules and maintains recreation and gym equipment and materials.
- Maintains accounts and records for staff payroll, canteen, program and craft supplies.
- Prepares monthly reconciliation for bank account, accounts payable, accounts receivables.
- Makes bank deposits as required.

Performs other duties as assigned.

## **CONTACTS**

School and residence staff

Students and residents

External agencies and officers (community recreational organizations)

## **WORKING CONDITIONS**

Some off-campus travel may be required

Evening and weekend work is required

This position works the school year

## **PHYSICAL AND VISUAL REQUIREMENTS**

Physically capable of performing assigned duties

## **EQUIPMENT USED**

General Office equipment

Personal Computer and variety of software packages

Gym and recreation equipment and supplies

**APPROVED**

	April 4, 2012
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Signature, Chief Superintendent

Date

	April 4, 2012
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Signature, Secretary-Treasurer

Date

	April 4, 2012
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Signature, Human Resources Coordinator

Date