

Youth Programs Navigator/Coordinator

What's in it for you?

Wage: \$20.50-\$21.50 per hour, based on experience.

Hours: Full-Time (31-40 hours) per week

Location: Nanaimo, BC

Benefits: Include dental care, extended health care, vision care, Group RRSP, Education assistance to advance within our organization, Paid training and development opportunities after probationary period. Up to 50% reduction on childcare fees

About Us!

BGC of Central Vancouver Island (BGCCVI) is a registered non-profit and charitable organization serving over 1200 children, youth, and families at 15 locations in Central Vancouver Island area, through enriching programs. This position will provide a challenging and satisfying career opportunity for those seeking to make a positive contribution to the future of children and youth.

This role acts as a Community Navigator for youth ages 9-18 attending BGC Central Vancouver Island youth programs while also helping to plan and facilitate group programming. This role provides youth with essential guidance and support to find and access community resources for those struggling with basic needs such as access to food, housing, social support, and other urgent needs. This role fulfills an identified need among youth in the community who require support navigating available services, supports and who often face overwhelming situations.

Job Duties:

Coordinator/Navigator Responsibilities:

- Oversee the successful operations of assigned program(s) and ensure that program(s) are well attended.
- Help to create and support an environment that develops positive and healthy youth relationships.
- Create and maintain effective relationships with parents/caregivers and partnerships with stakeholders.
- Work closely with local businesses and other youth serving organizations to provide diverse opportunities for program participants.
- Maintain awareness of, and effectively deal with, any youth issues, problems, incidents or crisis situations.
- Provide support and feedback to youth and their family when appropriate and report any necessary information to the appropriate supervisor and/or third parties.
- The Program Coordinator/Navigator will not work in isolation and will seek support through their supervisor in order to promote a healthy de-briefing process and self-care.

- Advocate for participants by problem-solving in areas such as accessing community resources, volunteer placements and school needs.
- Identify available social, economic, recreational, and educational services and resources in the community that will meet participant needs and provide participants with related information.
- Observe participants, identify and assess potential emergency situations and gaps in service and develop short-term strategies to deal with such situations.

Administrative Responsibilities:

- Plan, coordinate, publish and promote a monthly calendar of events and activities geared towards youth ages 11-18
- Complete and maintain related records and documentation such as registration, program attendance, daily logs, expense reports and mileage reports.
- Document all incidents including any safety, vehicle, facility or participant related issues. Ensuring all serious incidents are documented and reported in a timely and appropriate fashion.
- Work with the Youth Programs Manager to promote youth programs online through social media and through traditional media channels such as industry events.
- Attend meetings and training workshops as required.
- Work closely with the Youth Programs Manager to interview, hire and onboard new staff.
- Work with the Youth Programs Manager to supervise, evaluate and schedule program staff and volunteers according to BGCCVI policy.

Facility Responsibilities:

- Ensure that any equipment or facilities used to help facilitate the delivery of program(s) are in safe, good working order, and are free of risk.
- Ensure that the facility is cleaned daily and maintained according to BGCCVI standards.
- Ensure that vehicles are pre-inspected and cleaned out daily by the driver. Vehicle inspection must be conducted by an employee with the appropriate class license.
- Inform supervisor of faulty equipment, repairs and upgrades.

Qualifications:

- Degree and/or Diploma in Community/Social/Human Services or related field, OR;
- Recent related experience of two (2) or more years or an equivalent combination of education, training and experience.
- Valid Community Care First Aid or equivalent.
- Class 5 license
- Class 4 license is considered an asset.

Please send your cover letter and resume to careers@bgccvi.com

BGC of Central Vancouver Island is an equity employer and encourages applications from persons with disabilities, members of visible minorities, Indigenous people, people of all sexual orientations and genders, and others who may contribute to a diverse and inclusive staff team.