

**JOB DESCRIPTION: Program Supervisor – Youth Worker
BGC Foothills Clubs**

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| Position: | Youth Worker |
| Type of Employment: | Part-time/Full-time, as negotiated. Evening and weekend work will be required. Travel within southern Alberta will be required. |
| Supervision Responsibilities: | All staff working at the Diamond Valley Youth Program. All the youth participating in the Diamond Valley Youth Program. In addition, the Program Supervisor - Youth Worker will supervise program volunteers. |
| Responsible To: | Director of Operations |
| Location: | BGC Foothills Clubs – Diamond Valley |

Job Summary

- The Program Supervisor - Youth Worker will provide quality, caring and supportive services and programming to youth members of the community that addresses their unique needs while engaging in the youth program. Services and programming will be provided using a trauma-informed lens, youth-centred and focused on developing skills and increasing assets.

The Program Supervisor - Youth Worker will meet all regulatory standards required by federal, provincial and municipal governments, and operate within the Code of Ethics as defined by BGC Foothills Clubs.

Qualifications

- Post-secondary degree in management, social work, or another related field.
- Strong working knowledge of trauma-informed programming as it relates to gender-based violence prevention programming.
- Minimum 5 years experience working directly with youth.
- Experience in the not-for-profit sector is preferred.
- Strong knowledge of community resources and youth-serving programs and agencies. Specific knowledge of community resources supporting those with lived experience of gender-based violence.
- Must have excellent interpersonal skills; be non-judgmental; have a positive attitude and be empathetic.
- Obtained or pursuing a degree/diploma in Recreation & Leisure Services, Social Services, Child Development or a related field.
- Previous experience working directly with youth ages 13-18.
- Experience in program planning, development and implementation for young people ages 13-18.
- Possess excellent interpersonal, and communication (both written and verbal skills) and the ability to work independently and as part of a team.

- Excellent Conflict Resolution Skills with the ability to identify and resolve conflicts before they escalate.
- A valid Standard First Aid/CPR Certificate (or willing to obtain at own cost upon hiring).
- A satisfactory Police Record/Criminal Record with Vulnerable Sector Check will be required at the time of hiring.
- Must have a valid driver's license, with a clean abstract.
- Must be able to physically lift and move items 30 lbs.
- Must be able to walk up to 5 km/day

Duties and Responsibilities

- Provide on-site supervision and leadership to participants engaged in youth programming.
- Take a lead role in the implementation of youth programming, services, activities and events. Lead the planning and realization of special events, when required.
- Take a lead role in advertising/promoting youth programming, services, activities and events.
- Act as a resource and advocate for participating youth, specifically those involved in the youth programming.
- Liaise with the community regarding programs, services, activities and events.
- Responsible for the health and safety of participants, volunteers, and staff while engaged in BGC Foothills Clubs youth programming and services.
- Maintain compliance with established BGC Foothills Clubs policies and procedures.
- Ensure that specific Youth Programming Program Guidelines and Procedures are adhered to.
- Complete various administrative duties (progress reports, incident reports, statistics, monitoring budgets.)
- Ensure facilities and equipment are maintained and kept in an acceptable, safe condition.
- Provide supportive referrals for young people needing additional services to appropriate agencies.
- Meet with volunteers and orientate them to the youth program and services.
- Implements a variety of comprehensive youth programming, services and activities that address the interests and needs of youth attending youth programming.
- Ensures planned programming, services and activities are implemented per BGC Canada programming guidelines.
- Solicits input from the community, parents, volunteers and youth members for program improvement.
- Productively and positively contribute to the organizational goal of maintaining a safe, healthy, and enjoyable workplace.
- Attends staff development and other specified training.
- Ensure that the organizational goals and objectives of BGC Foothills Clubs are met.
- Other duties as assigned.

Desired Competencies & Behaviours

- Ability to work with minimum supervision and direction.
- Believes in and practices the mission and goals of the youth program.
- Ability to build trust and positive relationships with young people attending youth programming.
- Act as a role model of appropriate behaviour and professional boundaries with young people attending youth programming.

- Ability to work cooperatively as a member of the team, facilitating a team environment through personal behaviour, work contributions and the sharing of expertise and knowledge.
- Participates in the development of new ideas and methods for program enhancement and can adjust and adapt to changes.
- Maintains a constant awareness of the “young person” and exhibits recognition and appreciation of their unique and individual needs with the ability to achieve results with positive outcomes for youth accessing the program.
- Ability to be energetic, and resilient and maintain a sense of humour when personal resources are challenged.
- Achieves results with positive outcomes for young people accessing youth programming using an asset-based perspective.
- Effective interpersonal skills under all types of conditions
- Maintains timely and accurate files.
- Continuing personal and professional development in related areas.
- To mentor and uphold the BGC Foothills Clubs’ Code of Conduct and our core values as described below:
 - I shall fulfill my obligations and responsibilities with loyalty, and integrity.
 - I shall serve participants of the community in a conscientious, respectful, diligent, and efficient manner.
 - I shall not discuss the content of meetings outside of board and/or staff meetings.
 - I shall protect the privacy of clients and hold in confidence all professionally acquired information concerning clients, staff, board members and volunteers. I shall disclose such info only when legally or professionally obligated to do so.
 - I shall treat my colleagues with respect and work cooperatively with them.
 - I shall treat our partnerships and other agencies with respect and endeavour to collaborate cooperatively with them.
 - I shall treat the Club, its services and its programs with dignity, and respect and conduct myself in a manner conducive to the well-being of the BGC Foothills Clubs.

Secondary Responsibilities

- Liaise positively with all BGC Foothills Clubs staff and volunteers.
- Attend staff meetings as required.
- Assist in fundraising when required.
- Attend skill development courses and workshops.
- Any other responsibilities as required.