



## **Scope of Work: Elkford Youth Network Coordinator**

### **TITLE: Elkford Youth Network Coordinator**

Reporting to the Elkford Youth Action Network Commission, the Youth Network Coordinator is responsible for the development, facilitation and oversight of a youth network within the District of Elkford. The Coordinator shall engage local youth in the development of priorities relating to the interests and needs of local youth between the ages of 12 and 18 years.

Coordinator is to provide their own office space; making use of District space upon availability

### **PRIMARY FUNCTIONS**

- (a) Engages youth in the development of a youth network.
- (b) Develops and facilitates youth action teams in the furtherance of youth identified initiatives.
- (c) Follows best practices for engaging youth and hosting of youth related activities.
- (d) Supports, coordinates and promotes youth directed programming and space.
- (e) Develops, presents and maintains records and reports on all network activities.
- (f) Encourages and develops community relationships between youth and local businesses, organization and volunteers.
- (g) Develops and operates within a specified budget.
- (h) Evaluates project outcomes, successes, impacts and short comings.
- (i) Liaises with the Basin Youth Network Regional Coordinator, funding organizations and community partners.
- (j) Identifies and applies for project grants and other supplemental funding.
- (k) Develops participation opportunities for youth in local events and activities.
- (l) Participates in activities and events hosted through the youth network.
- (m) Works a flexible schedule including evenings and weekends as necessary.
- (n) Performs other duties as required.

### **KNOWLEDGE**

The incumbent must have proficient knowledge in the following areas:

- (a) Policies and procedures (best practices) for program development and implementation.
- (b) Office administration.
- (c) Volunteer recruitment, orientation and retention.
- (d) Experience with involving youth in community programs.
- (e) Demonstrated skills relating to youth development.

### **QUALIFICATIONS**

- (a) Post-secondary education or equivalent certification, or documented experience relevant to working with and programming for youth.
- (b) Minimum two years of related experience managing programs and volunteers.
- (c) Ability to work with and inspire youth.
- (d) Ability to administer youth programs.
- (e) Current basic First Aid certification.
- (f) Effective communication skills.
- (g) Computer skills including Microsoft Office Suite.
- (h) Effective record keeping, financial reporting and budget management skills.
- (i) Experience with social media, marketing and promotion.

Interview and/or skill assessment may be required. Applicants without full qualifications or experience may be considered. The successful candidate may be required to provide a satisfactory Driver's Abstract and will be required to provide a Criminal Record Check.