



**FAIRFIELD GONZALES**  
COMMUNITY ASSOCIATION  
the place to connect

## **JOB POSTING:**

### **Youth Programs Manager**

Posting date: **05 July 2018**

Application deadline: **27 July 2018 or  
until a suitable candidate is found**

Anticipated start date: **27 Aug 2018**

The FGCA is a non-profit charitable society governed by a Board of Directors. We are a multi-faceted community organization that runs licensed programs (preschool, out-of-school care and daycare) and community programs and services for individuals of all ages and stages. Here at the FGCA our mission is to create a collaborative, inclusive, sustainable and connected community.

Reporting directly to the Childcare Coordinator, the successful candidate will be responsible for planning, programming, facilitating, and supervising all aspects of a variety of age appropriate programs and activities for youth, mainly the Youth Zone and Jump N Start programs (ages 9-14 years).

#### **Responsibilities:**

- Promoting FGCA youth programs and registering participants
- Hiring and managing staff, and conducting staff evaluations as required
- Providing supervision, feedback, and support for practicum student(s) (weekly 1 hour meetings)
- Referring youth to resources available to them in the community
- Ensuring that all health and safety guidelines, policies, and procedures are followed
- Maintaining records, logs, and statistics and ensuring they are accurate and complete
- Communicating with the Childcare Coordinator and staff regarding activities, concerns, and general information on youth programs to promote an open and collaborative environment
- Managing a monthly budget and record expenditures
- Attending meetings, workshops, and training sessions
- Grant writing as it relates to program development
- Preparing an annual year-end youth program report

#### **Qualifications**

- Previous experience working with youth in a child care, recreation-based, and/or outreach setting
- Working knowledge of and experience leading games, sports, social activities, arts, crafts, cooking/baking, out trips and special events of particular interest to today's youth
- Previous experience managing a team of staff
- Ability to lead and deliver youth programs with minimal supervision
- Digital media and editing experience an asset
- Ability to maintain records and strong written and oral communication skills
- Standard First Aid and CPR and clean criminal record check

#### **Hours and Compensation:**

**Rate of Pay:** \$20.00/hour (\$19 during 3 month probationary period)

**Benefits:** development opportunities, sick days, paid vacation time (2 weeks to start), work cell phone, a travel stipend of \$50 per month, and a supportive and collaborative, community focused work environment.

**Hours of Work:** 27hours/week, Monday-Friday, Shifts scheduled between 129m and 6pm. Some evenings.

*Interested individuals are requested to forward their resume (with cover letter) to Evan Pepper via e-mail ([childcare@fairfieldcommunity.ca](mailto:childcare@fairfieldcommunity.ca)) or in person at the Fairfield Community Place (1330 Fairfield Road) during our administrative hours.*