

Skookum Jim Friendship Centre
Job Description

UMAYC COORDINATOR

Position Summary:

The UMACY Coordinator will be responsible for the coordination of the UMACY Aboriginal Youth programs; the Program Coordinator will deliver the program in accordance with program Contribution Agreement(s), approved budget, policies of the Skookum Jim Friendship Centre, youth mission statement and mandate.

Reporting Responsibilities:

The UMACY Coordinator reports directly to the Executive Director.

Salary Scale:

Level 6, \$42,987 (Based on 37.5 hours per week)

Classification:

Full Time – Permanent

Duties:

Management

- 1.0 Managing and coordinating the youth programs in consultation with the Youth Advisory Council.
- 1.1 Writing project proposals, including project work plans, activities schedule, and financial budgets.
- 1.2 Development and maintaining database of identified Aboriginal youth between the ages of 10 and 29 years of age.
- 1.3 Consulting with the UMACY Youth committee and obtaining the approval of the SJFC programming committee and/or the Executive Director on all new program initiatives.

- 1.4 Planning, designing and implementing program activities for youth including recording of the number of youth, age of participants, and youth leaders involved in all aspects of the UMAC program.
- 1.5 Providing written activity, quarterly, financial, annual, and Board reports for the UMAC program.
- 1.6 Providing an evaluation at the end of each activity the UMAC program sponsors and reporting results to the Supervisor on a regular basis.
- 1.7 Providing final reports, feedback and evaluations to funding agencies and the Northern Regional Desk as required under the mandate and Contribution Agreements.
- 1.8 Conducting regular meetings with the Youth Advisory Council, in accordance with the UMAC mandate, program activities, and funding agreements.
- 1.9 Providing continuous feedback and sharing information with Supervisor, Youth Advisory Council and SJFC Programming committee.
- 1.10 Consult with Northern Regional Coordinator and the NAFC on any changes of budget allocations or change of program initiatives regarding the content and delivery of the program.
- 1.11 Develop activity budgets and allocate funds in a diligent and responsible manner, ensure that the needs of each activity are met at a reasonable cost to the program.

Financial Management:

- 2.0 Coordinating youth activities in consultation with the UMAC Youth Council, SJFC Programming committee, and Supervisor with financial planning and allocation of financial resources.
- 2.1 Completing quarterly and annual financial reports with reconciliation of accounts for submission to the Northern Regional Desk and funding agencies.
- 2.2 Managing prescribed budgets and expense allocation in each activity with due diligence.
- 2.3 Manage program assets, computers, equipment, and resource materials.
- 2.4 Developing contracts with contractors on a fee for service or employment basis as may be required in accordance to SJFC' policies and pertinent legislation.
- 2.5 Ensure proper asset management of the UMAC program.

- 2.6 Purchase all resources for the program in accordance with the approved budget, SJFC policies and procedures.
- 2.7 Ensure security of all financial files.

Program Instruction/Facilitation:

- 3.1 Ensuring the coordination and instruction of all youth program activities are completed by the program Coordinator and/or Assistant.
- 3.2 Coordinating youth programs in consultation with the Youth Advisory Council.
- 3.3 Hiring youth on short term contracts as youth officers, program activity officers, and youth leaders subject to budget approval.
- 3.4 Ensuring the facilitation of computer programming activities for youth by the Coordinator and/or Assistant.
- 3.5 Coordinating all harvest and summer camp activities ensuring that all equipment is adequate, including the provisions for the safety and well being of the participants.
- 3.6 Conducting focus groups with youth to ensure that the goals, objectives, and needs of the youth are met.
- 3.7 Ensuring proper management of the youth computer lab and equipment.
- 3.8 Ensuring all program software is up to date and relevant to the needs of the youth.
- 3.9 Developing program brochures, advertisements and other media to promote the UMAC program.

New Technology/Electronic Format:

- 4.0 Review and providing information resources for the UMAC website, ensuring relevant program activity information is available to the youth.
- 4.1 Keeping records of activities in digital format for review with funding agencies and management.
- 4.2 Maintaining records in electronic format, ensuring all files are protected on a computer and in a secure folder with password protection.

Supervisory Duties:

- 5.0 To supervise the UMAC Activities Coordinator.
- 5.1 To provide direction supervisory support to the UMAC Activities Coordinator.

- 5.2 To ensure performance evaluations are completed for UMACY staff as required.
- 5.3 To approve UMACY staff leave, overtime, and bi-weekly time sheets.
- 5.4 To meet with the Executive Director and advise of any personnel issues and/or concerns as required.
- 5.5 To present the SJFC personnel policy to UMACY staff and provide clarity as required.
- 5.6 To implement the SJFC personnel policies as required.

Other Duties:

- 6.0 Ensure confidentiality of information.
- 6.1 Participate in department meetings, planning sessions and in activities requiring collective participation as may be required.
- 6.2.1 Attending meetings as required such as UMACY conference calls, up-dates, new initiatives, management, and team planning meetings, on an on-going basis.
- 6.3 Reviewing program resources, ensuring that relevant program information is available for program development and implementation.
- 6.4 Taking director from the Program Supervisor on tasks as required.

Employee's Statement:	
I have been given the opportunity to comment on this job description:	
_____	_____
Employee's signature	Date
Supervisor's Statement:	
This job description accurately describes the activities and demands of this position:	
_____	_____
Supervisor's signature	Date
Authorization:	
_____	_____
Personnel Committee signature	Date

Skookum Jim Friendship Centre
Statement of Qualifications

UMAYC COORDINATOR

Qualifications:

Education:

- Post Secondary education in Business Administration and/or related course work & experience.
- Several years experience in program management & supervision. (Preferably Youth Programs)
- Experience in proposal writing.
- Knowledge & experience of Aboriginal Culture.
- Standard First Aid certificate
- Good working ability in computer application: MS-XP, Microsoft Programs, Internet Explorer, Publisher, Photoshop or Print Master.
- Willingness to learn computer application Adobe Photo editing, Scanning & editing documents, files, photographs, Graphic editing software, Network laser printers, Digital Camera & storage, Digital editing, & Projection systems

Official Language:

- English language is essential

Knowledge:

- Knowledge of youth programs and services
- Knowledge and experience in working with Aboriginal youth

Abilities & Skills:

- Ability to communicate to youth
- Ability to work as a team player
- Excellent communication, interpersonal and organizational skills is required
- Ability to effectively listen and respond to participant inquiries

Personal Suitability:

- Maintain good interpersonal relationship with staff and management

Conditions of
Employment

- Required to have a criminal records check
- Must have driver's license
- Must be willing to work evenings and weekends