



JOB POSTING

South Arm Community Association

Youth Development Coordinator

South Arm Community Association is accepting applications for the position of Youth Development Coordinator. Reporting to the Recreation Leader, the successful candidate will be responsible for the development and implementation of a comprehensive youth program within a recreation setting in the South Arm area.

DUTIES AND RESPONSIBILITIES

- Design, implement and evaluate recreational, social and cultural programs and activities which benefit and create a variety of experiences for youth.
- Incorporate the Youth Involved Process in planning programs and services.
- Perform duties consistent with the guiding principles of the City's Strategy for Youth Services.
- Develop, supervise and oversee special events.
- Connect youth into programs, projects, advisory groups and volunteering consistent with their interests.
- Promote the positive contributions of youth to the community; promote the 40 Developmental Assets and understanding of youth related issues.
- Maintain operation of the games room or lounge area.
- Instruct and lead youth in registered and drop in programs.
- Recruit, train, supervise, mentor and evaluate staff and volunteers for the youth area.
- Develop relationships by mentoring, role modelling and engaging youth; facilitate one-on-ones in group settings; solicit feedback on programs; demonstrate a working knowledge of popular youth culture.
- Articulate boundaries governing appropriate behaviour and use of the centre; may refer youth to other agencies for information and treatment.
- Present youth-related information to public groups, peers, staff, boards and the community; attend public meetings related to youth issues; be an advocate for youth in the community.
- Create, prepare and distribute promotional materials using mixed mediums; including web-based promotions.
- Solicit sponsors and publicly recognize contributions.
- Develop partnerships with other Richmond community organizations and service providers.
- Respond to all inquiries from the public and staff.
- Act as a resource to inform, educate staff and board members on issues related to youth.
- Deal with difficult situations.
- Follow risk management protocols; update risk management and emergency protocols as required; complete incident and accident reports in a timely manner.
- Produce and set goals throughout the year according to work plan.
- Keep current with best practices to serve all youth.
- Attend youth meetings, retreats and workshops.
- Meet regularly with supervisors/staff/program committees; provide regular updates/reports for staff.
- Administer youth programs in the registration system.
- Book and set up facilities, vans, equipment and supplies.
- Prepare and manage program budget.
- Responsible to document and report child abuse to supervisors and the Ministry.
- Other related duties as assigned.

REQUIRED QUALIFICATIONS

- Grade 12 plus completion of a diploma in recreation or related studies and two years' experience in program development, applied leadership, supervision, programming and building and managing youth program budgets or an equivalent combination of education, training and experience.
- BCRPA High Five - Principles of Healthy Child Development Certification.
- Standard First Aid and CPR C.
- Police Information Check.
- Class 4 B.C. driver's license.

DESIRABLE QUALIFICATIONS

- Experience and/or education related to recreation, social work, counselling, addiction, substance abuse.
- Experience with volunteer boards.
- Experience with budget development.
- Facilitating and mentoring experience.
- Volunteer coordination experience.
- Marketing and event planning skills.
- Food safe

HOURS OF WORK AND WAGES

- 35 hours/week (some evening and weekend work required)
- Wage: \$31.37 – 35.31 per hour (Wages as of September 1, 2024)
- Benefit package available

Interested candidates may apply for this position by sending a **cover letter and resume** to:

Kabir Ali - South Arm Community Centre
8880 Williams Rd.
Richmond, B.C. V7A 1G6
Email: southarm@richmond.ca

Deadline for receiving applications is end-of-day Thursday, August 20, 2026.

The South Arm Community Association thanks all applicants in advance for their interest.
Only those candidates under further consideration will be contacted.