



Foundry Services Coordinator

Location: Pemberton

Position posted on: April 19, 2023

Start date: May 08, 2023

Hours of Work: 35hrs/wk, M-F, 10am-6pm

Nature of position: Permanent Full-Time

Compensation: \$32.79/hour

The Coordinator plans, develops, implements, and oversees the day-to-day operations of Foundry Sea to Sky services and a portfolio of youth-related programs including Peer Support, Youth Outreach, Elder in Residence, and other youth programs as assigned. The Coordinator supervises and supports program staff and volunteers.

Qualifications:

1. Diploma in a related human / social service field.
2. Three (3) years recent related experience including one (1) year supervisory experience.
3. Or an equivalent combination of education, training, and experience.
4. Valid BC Driver's License, class 4 preferred and access to a reliable vehicle
5. Valid First Aid Certificate

Job Skills and Abilities:

1. Excellent oral, written, facilitation, and interpersonal communication skills.
2. Demonstrated teamwork, leadership, and supervisory skills.
3. Working knowledge of youth development and popular youth culture.
4. Demonstrated skills in innovative program development, and program delivery.
5. Ability to work effectively with program staff, volunteers and non-profit or publicly funded groups, agencies, and organizations.
6. Ability to work independently with flexibility and an eclectic approach in order to meet the needs of the youth.
7. Ability to write reports and maintain accurate records as per agency standards.
8. Demonstrated experience providing support to a broad range of vulnerable youth and an understanding of inclusion.
9. Basic computer skills using MS Office (eg. Word, Excel, Outlook) and data base experience.
10. Ability to travel through the Sea to Sky Corridor for work-related tasks.
11. Strong understanding of Indigenous culture, reconciliation, and decolonization practices, as well as cultural sensitivity in service delivery.

Requirements:

1. Criminal Record Search.
2. Signed Confidentiality form.
3. Approved reference check.
4. Own vehicle.
5. Driver's Abstract.
6. Proof of full vaccination against Covid-19.

Compensation: As per the BCGEU Collective Agreement, the wage is Standard Grid 14: \$32.79/hr.

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