



## Foundry Services Coordinator

**Location:** Squamish – Foundry Sea to Sky  
**Hours of Work:** 35hrs/wk, M-F, 10am-6pm.  
Flexibility for evenings and weekends is an asset.

**Position posted on:** June 18, 2024  
**Nature of position:** Permanent, Full-Time  
**Start date:** As soon as possible  
**Compensation:** \$34.90/hour

### **ABOUT SSCS:**

Founded in 1978, Sea to Sky Community Services (SSCS) is one of BC's most respected and established community service organizations. We operate within a large geographic area - from Pemberton to Britannia Beach - supporting individuals and families living in the Sea to Sky Corridor. We offer 41 programs and services, including early childhood development, childcare, affordable housing, outreach, counselling, family support, seniors and youth services, community living services and respite. We provide a range of services that support our communities and residents through all ages and stages of their lives. Last year, SSCS served 6500 individuals and families in our region.

### **Contribution:**

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. Travel between Squamish, Whistler, and Pemberton may be required.
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.

**Benefits and Perks:**

**Healthcare:** We offer an extended health program through Group Health that covers MSP premiums, dental, vision, prescription medication, select alternative therapies, life insurance, and long-term disability. We also have an Employee and Family Assistance program. The premiums of the plan are 100% paid by the employer.

**Vacation & Leave:** Employees accumulate 6% vacation pay on all hours worked in the first and second year of employment. This equals 15 days of holidays (3 weeks/year). After the first two years of employment, they earn one additional day of vacation per year of service, to a maximum of 35 workdays.

**Retirement Pension:** When eligible, a full-time employee will be enrolled in the Municipal Pension Plan with a matching contribution by SSCS.

**Other Perks:** Casual dress, staff events, on-site parking, paid sick days, and more.

**Compensation:** As per the BCGEU Collective Agreement, the wage is \$34.90/hr.

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