



Foundry Services Coordinator

Location: Pemberton

Hours of Work: 35hrs/wk, M-F, 9am-5pm with flexibility for evenings and weekends.

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.

Responsibilities:

1. Plans, develops, and implements youth programs, activities, and special events in consultation with the Manager of Youth Services.
2. Formulates policies and procedures and evaluates programs in consultation with the Manager. Updates program manuals and program policies and forms as required.
3. Oversees the day-to-day operation of the programs by ensuring that the necessary facilities and equipment are in place, program guidelines and policies are adhered to, and program standards are met. This includes assisting in meeting and maintaining accreditation standards.
4. Monitors and authorizes program expenditures and ensures that financial records are maintained in accordance to established procedures.
5. Maintains related records and statistics and produces reports as required. This includes client files as required.
6. Reports to and consults with Youth Services Manager regarding program status and issues on a regular basis.
7. Liaises and works collaboratively with relevant Ministry officials, funders, community service providers and other stakeholders as required to ensure effective service delivery.
8. May represent the agency or program at community and fundraising events and functions.
9. Advocates for youth with other community service providers, professionals and school personnel as required.
10. Ensures that all required documentation (i.e., data, statistics, client records) is complete, accurate, relevant, and current and that privacy and confidentiality policy and procedures are adhered to.
11. Supervises program staff by performing duties such as assigning work, providing regular feedback on performance, conducts annual performance evaluations.
12. Schedules program staff in accordance to program staffing requirements. Reviews accuracy of employee records such as timesheets, expense reports and leave forms and signs off accordingly.
13. Orients, determines the need for, and provides training to program staff.
14. Facilitates staff communication by scheduling staff meetings on a regular basis and by maintaining a staff communication log.
15. Ensures that individual service plans are in place for the youth as required based on their identified goals and in collaboration with family, Ministry Social Workers and other community professionals and resources.
16. Processes referrals and meets with families to gather intake information.
17. Ensures the youth programming facilities are maintained as a safe place for youth to drop in and access resources and social and recreational opportunities, assisting youth in developing positive relationships with their peers, family and community.
18. Gathers and reviews information relevant to the youth's needs and risks by interviewing and observing behaviour.
19. Develops and implements short-term, issue-specific intervention plans within program guidelines in consultation with the youth and staff as required.
20. Evaluates the effectiveness of the intervention plans and discusses related concerns in order to resolve identified problems and move towards defined objectives with input from the Manager of Youth Services as needed.

21. Assists in the development and implementation of programs in a variety of areas including leadership, social rights and responsibilities, health and wellness, physical activity, life skills, employment, and social development.
22. Performs other related duties as required.

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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