



Cortes Community
Health Association

Teen Szene(TSZ) Lead Coordinator

Job Description

Background: The Cortes Community Health Association Family and Youth Programs operates several afterschool, drop-in programs for the benefit of Cortes Island residents. These programs are offered free of charge, and focus on healthy peer relationships, healthy habits of physical activity, connection with nature, and other important life skills.

In light of the current COVID-19 Pandemic, we are changing the way we offer these programs to the community. We will be following a specific WorkSafe BC plan to mitigate the risk of contagion as best we can for both our staff and our participants and their families.

As the Lead TSZ Coordinator, you will be responsible for implementing the WorkSafe BC plan, created with the Youth Programs Manager. For more details see description below.

PURPOSE OF THE POSITION

The Lead TSZ Coordinator is responsible for facilitating an enriching and safe hangout space for teens on Cortes island and providing a simple served meal.

SUPERVISION

The Lead TSZ Coordinator reports to the Youth Programs Manager.

RESPONSIBILITIES

To host a weekly hang-out space for teens:

- Ensure space is prepared for teens
- Communicate with assistants and volunteers to ensure adequate youth to supervisor ratio is met
- Offer attentive, engaged facilitation during hangout
- Prepare and serve a simple meal according to WorkSafe BC Plan COVID protocols
- Support guest instructors
- Keep records of attendance and incident reports
- Communicate with parents to obtain registration and contact information for each participating youth

- Assess effectiveness of program delivery and propose changes to Youth Programs Manager
- Ensure that all programs and activities are implemented according to program goals and CCHA philosophy.

REQUIREMENTS:

*All Lead Coordinators will be required to have a valid Criminal Record and Vulnerable Sector Check completed before working with youth

Knowledge

The Lead TSZ Coordinator is expected to have knowledge in the following areas:

- ✓ All relevant CCHA policies and procedures for program development and implementation (all materials will be made available to coordinator from the CCHA)
- ✓ An understanding of the Cortes Island economic, cultural and political environment, to be considered when engaged in communications with participating children and their parents, and when assessing program outcomes and needs.
- ✓ Understanding of teenage developmental characteristics, maturity and capacities

Skills

The Lead TSZ Coordinator must demonstrate the following skills:

- ✓ analytical and problem-solving skills
- ✓ decision making skills
- ✓ effective negotiation and mediation skills for youth
- ✓ effective verbal and written communications skills
- ✓ time management skills

Preferred Experience

Two years minimum experience working with youth in some leadership capacity.

Please send your cover letter and resume to Youth Programs Manager, Jodi Peters , by email:

ccha.programs@gmail.com

