



Summer Youth Development Coordinator

Responsibilities:

- Organize a low cost youth camp for 11-14 year olds, including weekly field trips and outings
- Promotion within the community including area schools
- Creation of an inclusive program where all youth feel welcome, supported and included
- Must keep program to budget and work with finance manager on all expenses
- Full orientation of Summer staff and volunteers, including Policies and Procedures training
- Management and supervision of all summer staff and volunteers of the program, leading by positive example
- Act when conflict arises and handle problems fairly as a mediator of SLNRC.
- Attend weekly staff meetings or staff meetings as organized
- Motivate and encourage youth to engage in activities
- Set up before and clean up after each activity and at the end of each day
- Report to Manager of Community Development Westminster & Youth Services
- Abide by the policies and procedures of the South London Neighbourhood Resource Centre
- Assist with all NRAWP programs and events as needed

Contract date: June 6, 2023 – August 25, 2023

Hours: 35 hours/week

Salary: \$22.50/hour

