

# YMCA Local Coordinator-Summer Work Student Exchange Program

## Job Type

Paid (Part-time) (29 hrs/wk or less)

## Desired Skills

Comfortable working independently      Coordinating Events

Administrative Duties      Interpersonal Relationships

Youth Engagement      Youth Leadership

Outstanding interpersonal communication s...      Teamwork

## Job Description

### **Nature & Scope:**

The YMCA Summer Work Student Exchange is a national exchange program coordinated by the YMCA and funded by the Department of Canadian Heritage. For six weeks over the summer, the exchange takes 16- and 17-year-old youth (from Canada) to another province where they stay with a local host, hold a paid job, and practice their second official language. The youth also participate in weekly program activities organized by the Local Coordinator in their new community.

Local Coordinators provide leadership and bring the exchange to life in their local community. First, they will widely promote the program to youth and community organizations in order to recruit up to 10 young people to participate, while also securing host and job placements for them (Feb-May). Then they will interview, select and prepare the outbound youth participants for this experience (May-June). Finally, they will plan and deliver a full program of activities during the exchange, and support the inbound youth participants by helping them navigate change and address conflicts as they arise

## Application Status

### **You cannot apply for this position because:**

The application period for this position has ended

## Important Dates

Posted On:

Dec 03, 2019

Application Deadline:

Dec 15, 2019

### **Applying for jobs:**

Make sure you follow the application instructions closely. To upload your resume and any other requested documents click on "Documents" and "add new". You can upload multiple resumes targeting specific jobs.

(July-August). Local Coordinators will be positive adult mentors for the youth with an interest in fostering strong relationships and opportunities for learning.

Local Coordinators must be full-time post-secondary students. Successful candidates will have had previous experience working with youth and/or experiential education programs, possess strong communication and organizational skills, and be highly reliable individuals. They will have insight into Canada's diversity and value an active approach to social inclusion.

**Responsibilities:**

Recruits youth to participate in the exchange by promoting the program in schools, community groups, drop-ins, and other venues where young people gather. Recruits hosts and employment partners so that appropriate placements are available for all inbound participants.

Interviews and selects youth participants and families/hosts, based on predetermined criteria, with assistance from a Support Coordinator and final approval by a Regional Coordinator; provides pre-departure information and support.

Plans local activities aligned with program objectives, with and for the youth participants, three times a week for the six weeks of the exchange; manages the activity budget.

Builds positive relationships with youth exchange participants, host families, employers, and other local community partners; visits program sites (job placements and host homes) at least twice during the exchange, or more frequently if required.

Responds to emergencies as they arise. As such, must be accessible to the youth, hosts, Support Coordinator and Regional Coordinator at all times during the exchange, except for designated days off.

Supports participants' travel between provinces, by either: chaperoning participants to their host or home communities, at the start and end of the program; or providing logistical support at departure points (train station, airport).

Writes a comprehensive report at the end of the summer summarizing the program's results.

Fulfills administrative tasks (e.g. documentation, expense claims) in a timely and efficient manner.

Demonstrates appropriate behaviours in line with our Mission, Vision and Values as reflected in our YMCA competencies; takes a member focused approach to increase their understanding of programs offered across the Association. Represents the YMCA and the Association in a professional manner.

Understands the legal responsibilities and moral imperative to report suspected child abuse to Child Protection Services.

Understands the importance of the volunteer staff partnership and integrates the value of philanthropy and volunteerism in dealings with staff, volunteers and members.

Other duties as assigned.

### **Mandatory Training:**

Two mandatory training sessions will take place in Vancouver: Feb 22-23 and April 25-27, 2020. All travel costs will be covered by the YMCA.

### **Location, Period of Employment, and Salary:**

Local Coordinators will work 12 hours/week from February 24 to April 26, increasing to 26 hours/week from April 27 to June 21, and then 37.5 hours/week (full-time) from June 22 to August 15.

The starting salary is \$16 per hour.

### Qualifications

#### Eligibility:

- Currently enrolled in a post-secondary program (full-time)
- Available days, evenings and weekends – must be willing to make the Local Coordinator position your primary professional commitment during the period of full-time employment
- Have valid driver's licence and access to an insured vehicle (some exceptions for large urban centres); willing to provide a driver's abstract
- Have valid Emergency First Aid/CPR certification before the start of the exchange
- Able to attend 2 mandatory paid trainings

#### Qualifications:

- Experience with and appreciation for working with youth
- Well-developed interpersonal and relationship building skills
- Excellent problem-solving and conflict resolution skills
- Excellent written and oral communication skills
- Ability to work independently, outside of an office setting, and

without immediate supervision

- Ability to manage a budget and perform administrative tasks
- Commitment to working in a socially inclusive environment responding with sensitivity and personal awareness to the diverse needs of members including visible and non-visible dimensions of diversity

The position requires the following Core Association Competencies. Advanced competence in: Effective Interpersonal Communications; Ethics and Self-management; Being Member Focused; Being Results Focused; Teamwork and Collaboration; Valuing Diversity and Social Inclusion. Fundamental competence in: Relationship Building and Partnering.

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Hours Per Week

Varied (as per job posting)

Job Location

Kelowna, British Columbia Canada

Vernon, British Columbia Canada

Job Nature

Internship, Casual/Odd Job, Summer Job

Website

<http://www.summer-work.com>

Additional Documents (**preferred**)

Cover Letter

Experience Level

Current Students in an Undergraduate Program, Current Students in a Masters Program

ID

874328

Salary Type

Hourly

Is this position paid or unpaid?

**Paid**

Job Length

**August 15, 2020**

Organization Type

**Not-for-Profit**