



## **Youth Coordinator**

Full Time (37.5 hrs per week) daytime, evening and weekend hours. ~ Salary Range \$38,000-\$43,000  
This position is a one year maternity replacement beginning September 30th with potential for extension.

The St. John's Military Family Resource Centre (St. John's MFRC) is a not-for-profit organization that provides families of the military community with a diverse range of programs, services and special events. The Youth Coordinator is primarily responsible for overseeing a comprehensive youth program for youth ages 6-18. This includes a 1 week Easter camp and a 9-10 week summer camp.

### Qualifications and Duties:

- Degree in Education, Recreation, Social Sciences or Diploma in Child and Youth studies;
- 3 -5 years' experience in related field;
- 1-3 years proven work experience in Child/Youth programming or equivalent;
- Experience in coordination and facilitation of programs;
- Experience working with community resources and other civilian organizations;
- Experience and familiarity working in a military community is considered a strong asset;
- Excellent communication skills (listening, verbal and written);
- Must be flexible, creative, enthusiastic and highly energetic;
- Ability to work independently to facilitate programs and complete projects and within a team environment;
- Experience working with child/youth participants and volunteers and facilitate among diverse groups;
- Demonstrated proficiency with computer programs (Word, Excel and Publisher etc...);
- Combines excellent time management skills with the ability to multi-task and prioritize;
- Valid First Aid and CPR certificate, certification must be renewed prior to expiry date; and
- Sensitivity and tact in dealing with people under stressful conditions.

Candidates must provide a cover letter and resume clearly stating their qualifications and skills as related to this position. Deadline for application on or before 4:00pm Monday, August 12, 2019. Interviews will be conducted 5-6 Sept 2019. While all applications are appreciated, only those chosen for an interview will be contacted.

Resumes submitted to:

### **ST. JOHN'S MILITARY FAMILY RESOURCE CENTRE**

Attention: Shelley Goulding Executive Director  
145 Churchill Avenue  
St. John's, NL A1A 0N9  
Fax: (709) 722-3145  
Email: shelley.goulding@forces.gc.ca

