#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Youth Development Coordinator

**Job Number:** A-288 | VIP: 1212

**Band:** OPSEU-8

**Department:** Athletics & Recreation

**Supervisor Title:** Assistant Director, Sport & Student Engagement

**Last Reviewed:**  March 1, 2023

#### **Job Purpose:**

Reporting to the Assistant Director, Sport and Student Engagement, the Youth Development Coordinator develops and oversees sport and recreation programing for children and youth of all abilities offered by the Department of Athletics and Recreation at Trent University.  
  
Youth development programs include Excalibur summer day camps, P.A. Day camps and holiday camps, school programs, day programs for school-aged children, and partnership sport program development focused on removing barriers and creating opportunities for local youth of all abilities.   
  
Programs focus on community engagement, collaboration, and prioritizing the wellness and needs of local youth aged 4-16, whilst observing and responding to changing needs and incorporating principles of both HIGH FIVE® (Canada's quality standard for children's programs) and the Canadian Sport for Life’s *Long Term Development in Sport & Physical Activity Model*, youth development programs will provide children and youth with the opportunity to practice and improve their physical literacy skills developing movement confidence and competence to be *“Active for Life”.*This position provides leadership to a team of part-time student staff and program instructors and requires flexibility and the ability to work regular weekday (day and evening) and weekend shifts.

#### Key Activities:

***Program Development:***

##### Plans, develops, and implements youth programs that consider community needs, relevant sports, and youth participation data, increasing participation, and continually reviewing quality programs. Monitors participation rates, retention, and satisfaction of all youth and camp programs.

##### Leads youth programming and Trent Excalibur Summer camp delivery. This involves developing and implementing programs focused on the inclusion and participation of youth of all abilities in the local area. Programs include weekend youth programs, including Canada Basketball’s Jr. NBA Program, Trent’s Jr. Volleyball, Judo, and Sports Programs; PA Day Camps; Trent Excalibur Summer Camp; Day Programs for Schools; and exploring new opportunities for youth engagement.

##### Assesses the program requirements of children and youth in the community by communicating with youth (and/or their families), and organizations that represent youth, to determine their needs and interests. Evaluates programs against community requirements for effectiveness, impact, and inclusion standards.

##### Researches and seeks alternative funding sources and grants, including assessing requirements, preparing and submitting funding proposals, and establishing processes for implementing partly-funded and fully-funded programs with new partners.

##### Oversight of all administration processes for youth development and camp programs, including collaboration with other staff as appropriate to facilitate program coordination; booking spaces; marketing; registration; payment; funding awards; program communications, & program evaluation.

##### Camp Director for Trent Excalibur Summer Camps, with operational, financial, program, and safeguarding responsibility for 750 summer participants and their parents, guardians, and families. Main liaison with Ontario Camping Association and works with them annually to maintain OCA certification.

##### Oversees the Athletics Centre - Canoe Centre, including monitoring canoes for maintenance or repair, risk management procedures, equipment, and staffing.

##### Books facilities and coordinates contracts with external partners for school and customized programs.

##### Maintains an inventory of all child and youth program supplies and equipment, ensuring it is inspected, monitored and maintained in good working order to meet safety standards. Orders supplies or materials as needed.

##### Participates in regular Trent Athletics and Recreation departmental meetings.

***Quality Review, Evaluation & Standards:***

1. Conducts program evaluation, develops new programs and makes recommendations on ways to increase registrations. Supports retention by ensuring that appropriate and high-quality programming is offered.
2. Engages with community youth service organizations to Identify and implement collaborative options to offer fully- or partially funded spaces in programs (i.e., Big Brothers & Sisters, Kids in Camp, & Children’s Aid Society).
3. Provides regular reports on program success and effectiveness, including key milestones, retention, and participant satisfaction.
4. Responds in a professional and timely manner to inquiries, complaints, or suggestions from parents and/or teachers, providing effective follow-up as required, while adhering to the Athletics Department Customer Service Commitment.
5. Leads by example by consistently promoting a positive and professional image and encouraging a welcoming environment and courteous service to every visitor of the Athletics Centre and child and youth program.
6. Works with the Assistant Director, Customer Engagement and Operations to ensure all Youth Development Staff are trained in customer service and are knowledgeable in all program areas to respond to inquiries effectively.
7. Develops and implements marketing strategies to recruit participants, grow participation levels and retain youth across all programs. Plans, develops, and creates material, registration forms, newsletters, and information booklets.
8. In the absence of other full-time staff, monitors all areas of the Athletics Centre to ensure that exemplary customer service is delivered; addresses any customer service issues that may arise, and provides direction and support to part-time student staff as needed.
9. Has a strong knowledge of the programs and services offered by the Athletics Centre and responds to inquiries from visitors and the general community.

***Human Resources:***

1. Oversight of Youth Development staff hiring, training, and management. Implements inclusive and accessible recruitment practice. Conducts comprehensive training in coaching practice, inclusivity, safeguarding and signposting, as well as customer service and are knowledge in all program areas to respond to inquiries effectively. Trains wider Athletics Center part time staff on working with children and safeguarding.
2. Ensures that an appropriate level of staffing is in place for program delivery and to meet safety requirements, in line with OCA standards and best practice to ensure high quality standards.
3. Develops and administers regular training programs to ensure that all staff certifications are maintained, and that staff have the required skills and abilities to meet deliver high quality programs. Provides opportunities for staff to develop skills to increase youth development staff knowledge, effectiveness, and leadership potential.
4. Develops and supports Alternative Settings Placements (ASP) for School of Education Students – including project proposals, work planning, and mentoring.
5. Supervises and develops staff, through ongoing training, supervision, and coaching.
6. Develops and maintains work schedules for all part-time staff.
7. Oversees student payroll entry into VIP.

***Facility Supervision:***

1. Effectively oversees the day-to-day operations of the youth development programs.
2. Monitors program delivery to ensure that high quality and safety of all participants are being addressed.
3. Provides support and direction to all part-time student staff in all program areas of the Athletics Centre when administrative staff are not available on weekends and during evenings.
4. Supports facility rentals with external and internal (other university department) users to coordinate set-ups, deal with issues arising from bookings (i.e., double bookings, lack of space, etc.), or responding to user group needs/requests. Ensures that appropriate set-up is in place for user groups.
5. Completes facility checks on a regular basis and upon closing to ensure a high level of safety and security.
6. Works with the Assistant Director, Customer Engagement and Operations to create, review, and implement training manuals and programs. Responsible for safety and accident prevention through knowledge of and enforcement of legislation.
7. Ensures that Athletics Centre staff provide first response to emergencies in the Athletics Centre, in the Justin Chiu Stadium, or the grounds outside the Athletics Centre. Works with and provides support to other responders. Follows up on and files incident reports.
8. Completes Fire Warden Training and serves in that capacity during emergencies.

#### Education Required:

* Honours University Degree (4 years).
* Graduate Degree in a related field such as Education, Recreation, Sports Administration, or Child Development preferred.

#### Experience/Qualifications Required:

* A minimum of five (5) years’ experience in an independent or supervisory role delivering programs related to sport leadership for children and youth, fitness, and/or outdoor education.
* Knowledge and experience of barriers to youth development, extra-curricular activity participation, community engagement, diversity issues in sport, safeguarding, and the security needs of youth and student staff.
* Demonstrated experience in program development, continuous review, sourcing funding, and report writing.
* Certification in the HIGH FIVE® (Canada's quality standard for children's programs) program is an asset.
* Strong supervisory, interpersonal and training skills and proven track record of demonstrating initiative and growing program offerings.
* Excellent organizational, time management and planning skills.
* Excellent customer service and conflict resolution skills.
* Ability to be flexible and adapt to changing situations.
* Ability to interact professionally and effectively with all constituencies of the University community, as well as with all external contacts.
* Proficient computer skills in Microsoft Word, Excel, PowerPoint, and experience with recreation management software is an asset.
* Current Standard First Aid & CPR Certification.
* Valid Ontario Driver's license (Class ‘G’ minimum) and access to a vehicle.
* Must be able to work evenings and weekends.
* Criminal Records Check, inclusive of Vulnerable Sectors Check (dated within the last 6 months) will be required as a condition of employment.

#### Supervision:

* Summer Camp Administrator (9-month contract).
* 8-10 x regular Youth Development staff coaching and facilitating weekly programs.
* 1 x Camp Administrative Assistant.
* 20 x unspecialized student employees: Counsellors.
* 10 x specialized student employees: Senior Counsellors.
* Alternative Settings Placement Students (School of Education).