MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Teen Centre Coordinator Casual

Community Development Department

Overview

This position serves the recreational needs of the teen youth of Springhill and provides programming and services consistent with Community objectives. The Teen Centre Coordinator is responsible to supervise and coordinate Teen Centre activities in a safe and controlled environment with a focus on youth at risk. The Coordinator also participates in the planning and executing events, services, and programs both in the Teen Centre and in and around the Community Centre in general.

Background to the position and initiative: Following the collapse of the Springhill Arena in 2001, the community planned to replace the Arena with a Community Centre that would be an excellent resource for a wide range of recreational and social needs. A major need identified was a safe, positive place for teenagers during the "critical" evening hours (6:00 – 9:00pm). The community decided to meet this need. In 2004 and 2005 the Dr. Carson & Marion Murray Community Centre, including the Ross Anderson Pharmasave Teen Centre, was constructed and opened its doors.

The Teen Centre plays an important role in engaging youth in Springhill and promoting healthy social and physical activities.

This Casual position reports to the Event Coordinator.

Behavioral Competencies

Behavioral competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

- Teamwork
- Communication
- Customer Service
- Relationship Building for Influence

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Key Outcomes and Responsibilities

1. **The Coordinator ensures the relevance and vitality of the Teen Centre programs (including outdoor programs) to attract and retain teens, which leads to significant numbers of young people participating in Teen Centre programming regularly, engaging in healthy social and physical activity, by:**

   - actively supervising and engaging with participants;
   - working with other staff, ensuring the Centre is properly equipped and maintained;
   - developing and coordinating events that attract and engage teens; and
   - preparing applications and proposals for grants and funding to augment the services, programs and equipment.

2. **The Teen Centre's resources are well managed and accounted for.** The Coordinator ensures this outcome by:

   - preparing and maintaining the Centre's financial and administrative records and reports; and by providing those records and reports, along with recommendations, to the Events Coordinator; and
   - researching and implementing a variety of fundraising activities to ensure the sustainability of the Centre and the quality of programming and services.

3. **The Teen Centre is a safe and healthy place for youth recreation and interaction.** The Coordinator ensures this outcome by:

   - assisting with the development of policies, rules and procedures that ensure the health and safety of Centre participants, and
   - ensuring those policies, rules and procedures are consistently understood and followed.

4. **The Teen Centre Coordinator provides operational support to other Community Centre functions.** The Coordinator achieves this outcome by:

   - demonstrating enthusiasm for teamwork and achieving the overall goals of the Community Centre; and
   - actively assisting a range Community Centre functions, including event preparation, catering, and canteen operation.

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Qualifications

Grade XII or equivalent and a minimum of two years related experience

Positive communication skills in working with the youth and the public

First Aid and CPR certificates

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
$12.55	$13.18	$13.82	$14.44	$15.06	$15.70