municipality of cumberland



Job Posting

Teen Centre Coordinator Casual

This position serves the recreational needs of the teen youth of Cumberland County 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.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description and pay scale.

Deadline for resumes is Thursday, March 10, 2022 at 1:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist & Safety Advisor
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume “Teen Centre Coordinator Casual”

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Teen Centre Coordinator Casual

HR & Community Facilities Department

Overview

This position serves the recreational needs of the teen youth of Cumberland County 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 Cumberland County and promoting healthy social and physical activities.

This position reports to the Manager of Recreation Programs and Services.

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

Key Outcomes and Responsibilities

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

- Actively supervise and engage with participants, which can be up to 20 youth at a time;
- Work with other staff, ensuring the Centre is properly equipped and maintained;
- Develop and coordinate events that attract and engage teens; and
- Prepare applications and proposals for grants and funding to enhance the services, programs, and equipment.

The Teen Centre's resources are accounted for and well managed

- Prepare and maintain the Centre's financial and administrative records and reports.
- Provide financial and administrative records and reports, along with recommendations, to the Manager of Recreation Programs and Services.

The Teen Centre is a safe and healthy place for youth recreation and interaction

- Assist with the development of rules and procedures that ensure the health and safety of Centre participants; and
- Ensure the Centre's policies, rules, and procedures are consistently understood and followed.

The Teen Centre Coordinator provides operational support to other Community Centre functions

- Demonstrate enthusiasm for teamwork and achieving the overall goals of the Community Centre; and
- Actively assist a range Community Centre functions, as needed.

municipality of cumberland

Qualifications

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

Strong understanding of the provincial child protective service regulations.

Knowledge of community service organizations and stakeholders would be an asset.

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
$12.79	$13.43	$14.08	$14.72	$15.35	$16.00