



Social Programs Coordinator, YWCA Regina

June 11, 2018

Hours of Work: 37.5 Hours per week, as determined by the needs of the program.

Length of Employment: Permanent

Start Date: Immediate

Open to: Internal and External applicants

The YWCA Regina exists to support and empower women, children and youth in addressing their diverse needs in the realization of their full potential, which benefits all. And further, it exists so that:

- Women, youth & children are safe, secure & free from abuse,
- Women, youth & children are empowered & supported in making healthy choices,
- Women, youth & children are making independent choices & are taking responsibility for their lives, &
- Women, youth & children work towards a better world for themselves & others.

Position Description

The incumbent will work collaboratively with all other Social Programs staff and contribute to a positive workplace culture. They will be responsible for ensuring that the programming requirements are met and will work within the guidelines, policies and mission of the Agency and Program and will be accountable and responsible for specific projects as assigned.

Responsibilities:

- create, implement and facilitate presentations and programming in Regina and surrounding area elementary and high schools
- act as a liaison with the University of Regina, SUNTEP, Saskatchewan Polytechnic, etc. in hiring/training/supervising students to facilitate YWCA social programming in schools
- plan, budget and assist with YWCA summer camps
- strengthen relationships with agencies including enhanced partnerships with schools and CBOs
- explore additional partnerships, and to utilize partner relationships as a means to gain trust, increase knowledge, and share learnings
- make referrals to other agencies as warranted
- participate on committees as required
- complete a yearly performance appraisal including goals and objectives for the coming year
- remain aware of federal and provincial privacy legislation and the agency's privacy policies and practices
- maintain strict confidentiality as outlined in agency Privacy and Confidentiality Policy

- accept and document application of potential volunteers and clients (including parent, guardian, child, youth, etc.)
- Manage intake of children and volunteers including orientation, interviewing, screening etc.
- maintain relative case notes
- conduct reference checks of potential volunteers
- provide regular reports to Manager, or special reports as requested

Qualifications:

Two year post-secondary diploma in a related field (eg. education, social or human services, child and youth work, family studies etc. and/or relevant work experience.

- In addition to this, the incumbent is required to have:
 - effective oral and written communication skills
 - strong problem solving skills
 - ability to interact with people of all ages and cultural backgrounds
 - ability to work independently and as part of a team
 - sound computer skills
 - ability to work flexible hours
 - access to a vehicle

YWCA Regina continuously assesses its programs and practices, and responds to emerging needs and insights, striving to improve its capacity to deliver high-impact, life-changing programs. In order to ensure that we are seizing opportunities for growth and innovation, the Social Programs Coordinator will be flexible in their role and will be prepared to adapt their responsibilities based on community need and funding opportunities.

To Apply: Submit cover letter and resume to Laura Leslie, Manager of Social Programs at laural@ywcaregina.com or fax 306-525-2171 or drop off/mail to 1940 McIntyre Street, Regina, SK, S4P 2R3 by June 26th, 2018. Only applicants selected for an interview will be contacted. No phone calls please.