



Yukon

Landing Pad Program Support Staff (Part-time)

QUALIFICATIONS

This position requires a professional and dynamic individual who excels in high pressure and multitasking situations. We require expertise in conflict resolution, crisis management, organization, harm reductions practices and low barrier housing supports. This position requires a firm background in de-escalating complex behaviors and trauma informed care. This position will be responsible for the coordination of programs, activities, resources for youth and staff on shift. We require a strong and dynamic leader to ensure successful shift coordination. We are looking for a strong candidate that meets the previously mentioned criteria and commits to BGCY culture. We require individuals to hold a Class 4 license, First Aid and CPR, post-secondary social sciences, social work, media administration or other relevant Degree.

Additional qualifications include:

- Standard First Aid and CPR-C
- Class 4 Driver's license
- Criminal record check – Vulnerable sector check
- Yukon ELCC requirements

COMPENSATION

- This position is entitled to the following compensation:
A wage of \$27-\$28/ hour, with a typical schedule of 25 hours a week
- Overtime incurred as flex and at employment standards rate of 1:1.5, where it is 1:2 for statutory holidays
- Medical benefits per the BGCY Group Benefits Package, and access to expanding that coverage for a spouse or direct family at their own cost.
- Two weeks of paid vacation

GENERAL ACCOUNTABILITY.

- Ensures that BGCY program standards, guidelines and policies are followed, and that programs align to BGCY and BGC Canada Mission, Vision, Values, 40 Developmental asset Model, and BGCY strategic direction;
- Maintains confidentiality in all aspects of clients, program development and delivery, as per BGCY policy and procedure;
- Attends scheduled staff meetings and training sessions;
- Keeps informed and has a general awareness of all BGCY programs and services, including usage of communication tools such as email and intranet/webpage, etc;
- Maintains current knowledge of industry standard and industry shifts



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BGCY Ambassadorship

- Act as a liaison with various community partners in an effort to engage youth from all social and economic backgrounds, and to provide top quality programming.
- Act as primary liaison with parents/guardians and provides regular updates to parents/guardians on the behaviour and development of their child;
- Keeps informed and up to date with names of key community volunteers and, in consultation with the Operations Director, works to further the interests of the Boys and Girls Club movement through active participation in community activities;
- Assist in office reception, including greeting, answering telephones and providing general information.

Programs

- The LPSS may be called upon from time to time to aid in all BGCY Programming, if this is the case they will conduct themselves in a manner befitting the Programs they are facilitating.
- Assure all information leaving the club meets branding standards and messaging standards and is done in unison with Youth Program Manager and Communications Director
- Aid Management team and Landing Pad Program Director in ensuring that all programs are operating as per BGCY Policy and Procedure.
- Work with staff team to develop community connected and culturally accessible and relevant programming
- Delivers and helps create monthly staff schedules for Landing Pad Programming – supported by Landing Pad Program Manager
- Support with internal advertisements and monthly schedule for youth programming – Specifically for, Landing Pad Participants
- Ensure appropriate due diligence and informed consent process are followed and implemented for all 16-25 years youth programming
- Follows the day-to-day operations of the Landing Pad;
- Engages Landing Pad Participants in appropriate programming and activities as per a developed program plan;
- Work as part of a team to foster an atmosphere that promotes healthy lifestyles, self-esteem, teamwork through fun, safe, and challenging activities, while being a positive adult role model;
- Ensure site safety, cleanliness, and security, including the proper opening and lock up of all facilities, set-up and dismantling of all program areas, general maintenance duties, and ensuring proper care for all vehicles and equipment;
- Ensure client safety by adhering to all BGCY emergency policy and procedures and conducting regular staff, participant and site safety exercises.



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- Liaison and lead updating resources and staying connected with the Youth and Housing Networks in Whitehorse and the Communities.

Staff

- Tangentially responsible for supervision of participants and volunteers.
- Support Landing Pad Manager and Coordinator to successfully deliver program for The Landing Pad Program.
- Implement the delivery of appropriate motivational tools and reward mechanism for club members, staff and volunteers. Identify appropriate/required training and development and recommend these to the Landing Pad Program Director, keep records of staff training and professional development opportunities to assure opportunities are equally presented to staff team.
- Attend relevant staff and Senior Staff meetings.

Volunteers

- Utilize all opportunities to recruit volunteers – including supporting recruitment and engagement of Seniors and Elders
 - Support implantation of the BGCY (generations) Connections program
- Work with volunteers to ensure their placement is both beneficial to the club and them.

Finances & Reporting

- Support Landing Pad Program Manager in budget creation and adherence
- Support in development and design of Landing Pad community events – ie. Community dinners, carwash, sacred fires, etc
- Support preparation, coordinate and manage relevant grants under the direction of the MYPD
- Support to ensure completion and compliance of all Youth Program grants – including gathering reporting requirements and supporting program ideas and design

Media, Marketing and PR

- Work with IYSD and Communications Director on consistent and meaningful social media and website posts/advertisements/etc for youth programming

Other

- Support the annual selection, design, and track BGCY swag
- Actively participate in BGCY performance management system
- Perform any and all other duties as assigned by the Executive Director