



Yukon

## Job Description- Director of Culture and Programs

---

Date: May 2026

Title: Director of Culture and Program

Reports To: Executive Director

### **Summary:**

The Director of Culture and Programs is primarily responsible for the leadership and oversight of all Youth programs across the Agency and to ensure the programs are meeting operating standards, inclusion of 40 developmental Asset Model, Model for Success and best practices, including program curriculum development and program risk management.

The Director of Culture and Programs is responsible for developing the BGC Youth Framework, and reviews as needed to ensure that all Youth programs and services integrate theory and practice as outlined in the Framework. The Director of Culture and Programs is accountable for achieving positive outcomes for participants, in alignment with the Agency's overall vision. This position is responsible for connecting with stakeholders to look for opportunities to collaborate and strengthen networks. The Director of Culture and Programs will be the lead on outcome reporting, grant and proposal writing, financial management and sustainability, adherence to accreditation standards and will ensure that internal Youth programs and services are supported. This role will directly supervise all youth program directors for programs ages 12-30 years of age. This role will be a key senior leadership position and also be responsible for the connection and collaboration with the Territorial Youth Collective and all other community agencies for youth programs and program quality. This senior leadership role will be responsible for agency staff training plans and delivery of these plans for internal training, on-boarding and external certification courses.

### **Key Duties and Responsibilities**

- Participates as a member of the Senior Leadership Team in developing long range and strategic plans, assessing and resolving operational issues and policies. Develops performance objectives for their service area, based on the strategic plan, and ensures that those objectives are met.
- Provides leadership and oversight in regards to program and service delivery, in accordance with Agency Vision, Mission, Core Values, risk management practices, policy, legal, contractual, budgetary and other requirements,
- Oversees and provides leadership to all Youth programs across the Agency,
- Inform agency strategic planning process
- Lead, create and implement strategic workplan and operational (day to day) workplans

### **Program Grants and Funding**

- Develops and prepares proposals for funding and grant applications in conjunction with the Leadership Team, all relevant staff and Executive Director, following an established application process. Determines program, financial, and operational requirements for new and existing programs.



Yukon

### **Community Partnerships & Program Development**

- Develops partnerships and relationships with key community stakeholders and maintains an effective working relationship with them. Works with stakeholders to develop and implement Youth programs that are based on community need and consistent with core programming areas.
- Creates and leads strategic direction for opportunities and collaborative dialogue with youth and families, and community partners.
- Represents or ensures BGC Yukon representation at meetings, committees, and any organizations which influence program development and implementation.
- Working in partnership to serve as an advocate for youth and families. Develop programs and services that aim to respond to participants unique needs.

### **Financial Management**

- Under the guidance of the Finance Committee, plans and develops related annual operating budgets in conjunction with the Youth Stream Leadership Team, and manages, reviews and forecasts associated expenditures within the Youth Program Stream ensuring best use of resources to meet programming goals.
- Accountable for meeting expectations of the annual Youth budget, and ensures compliance within approved budget guidelines, and that related expenditures adhere to Agency financial policies.
- Develops sustainable quality Youth programs and services and determines program resources and budgetary needs for new program initiatives and existing programs in collaboration with the Finance committee and Executive Director.
- Keeps an Oversight of granting processes and requests, tracks all dollars coming in.

### **People**

- Program HR : Leads, develops, manages and supports Youth program staff. Manages, directs and supervises assigned staff; hires, assesses staffing needs, identifies and pursues other resources if necessary and ensures that staff resources are managed effectively to meet the service delivery requirements of the Stream. Conducts performance management and, when required, disciplinary action.
- Promotes employee engagement through active listening, coaching and developing, ongoing recognition and individual performance expectations and action planning.
- Identifies training and professional development needs for staff that directly impact program quality. Works with Youth Managers to further portfolio work and develop new programs.
- Supports and empowers Youth staff to make connections with youth and families and colleagues through positive caring relationships. Responsible for program development that is intentional, flexible and responsive to individual needs.
- Creates opportunities for collaborative dialogue to reflect, explore new ways of thinking, and deepen the understanding of practice.
- Establishes Youth program environments that are conducive to Justice, Equity, Diversity and Inclusion.

### **Reporting to Funders**

- Collects data and makes presentations to ensure accountability to funders and donors, and to steward positive relationships with donors by demonstrating impact achieved in programs
- Maintains a current awareness of developments in assigned areas of responsibility. Complies with all contracted expectations including outputs, outcomes, administrative reporting requirements and BGC Canada (SharePoint).
- Performs other related duties as required.



Yukon

Qualifications

- Proven operational/administrative management skills, including financial management, planning, organizing, human resources, analytical and communications, counselling/social services knowledge, program knowledge specific to Youth programs and skills that are typically acquired through completion of a university degree in a discipline relevant to BGCY requirements or equivalent.
- Three to five years of progressively more responsible management experience preferably in the community social service sector with a demonstrated and in-depth working knowledge of specific youth community-based programs and services, applicable legislation and policies.

Core Competencies

- Critical Thinking
- Communication
- Organizational and Environmental Awareness
- Resource and Financial Management
- Team Work
- Decision Making and Judgement
- Planning and Organizing
- Coaching and Mentoring

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_