



Yukon

Job Description- Director of Youth Integrated Services

Date: July 2026

Title: Director of Youth Integrated Services

Reports To: Executive Director

Summary:

The Director of Youth Integrated Services is primarily responsible for the leadership and oversight of Youth programs across the Agency to ensure the programs are meeting operating standards and best practices, including program curriculum development. The Director of Youth Integrated Services is responsible for developing the BGC Youth Framework, and reviews as needed to ensure that all Youth Integrated Services integrate theory and practice as outlined in the Framework. The Director of Youth Integrated Services is accountable to oversee Staff that are supporting Youth to achieve 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 Youth Integrated Services will be the lead on outcome reporting, grant and proposal writing, financial management and sustainability, adherence to industry standards and BGC Canada operational standards and will ensure that Internal Youth Integrated Services are supported.

Key Duties and Responsibilities

- Participates as a member of the 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 regarding 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.
- We are seeking a candidate to support the set up of BGC Yukon's integrated services and housing supports projects.

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.

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 Integrated Services 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 participant's 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 Integrated Services Stream ensuring best use of resources to meet programming goals.
- Accountable for meeting expectations of the annual Youth Integrated Services budget, and ensures compliance within approved budget guidelines, and that related expenditures adhere to Agency financial policies.
- Develops sustainable quality Youth Integrated Services and determines program resources and budgetary needs for new program initiatives and existing programs in collaboration with the Finance committee and Executive Director.

People

- 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 Integrated Services 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 Integrated Services environments that are conducive to Justice, Equity, Diversity and Inclusion.



Yukon

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.

Qualifications

- Proven operational/administrative management skills, including financial management, planning, organizing, human resources, analytical and communications, counselling/social services knowledge, program knowledge specific to Social Work, 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 integrated services, applicable legislation and policies.
- Post secondary degree in social sciences or social work, or demonstrated experience is considered an asset
- Minimum 2 years vulnerable sector youth work experience, or equivalent
- Class 4 Driver's License
- Proficient use of Microsoft office applications, understanding of data bases and input, or equivalent
- Valid CPR/First Aid Certificate;
- Valid Food safe Level 1 Certificate (or must be attained within first 3 months of work);
- RCMP Vulnerable Sector Check

Core Competencies

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

Working Conditions

The ability to function independently, and frequently under pressure, while managing multiple concurrent deadlines, including participating in resolving and effectively managing stressful and crisis situations. Participation at meetings, conferences and other events may involve long workdays, and or evening and weekend work.



Yukon

Print Name: _____

Signature: _____

Date: _____