

BGC YUKON

HAINES JUNCTION PROGRAMS MANAGER

Location: Haines Junction, YT | Full Time

Compensation: \$28 to \$32 Hourly

Benefits: Competitive benefits package

Categories: Recreation & Tourism | Education & Child Care | Community & Social Services

Duration: Permanent

Closing Date: Until filled

Job Level: Manager

Intended Job Posting Audience

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.

POSITION DETAILS

Position: Haines Junction Programs Manager

Start Date: As soon as possible

Schedule: Full-time - 37.5 hours/week

Salary Range: \$28 to \$32 Hourly

Closing Date: Ongoing until filled

BGC Yukon is looking for a dynamic and community-minded leader to join our team as the Haines Junction Programs Manager. This is an exciting opportunity for someone who is passionate about youth, community programming, and creating meaningful opportunities for children, youth, and families in Haines Junction.

The Haines Junction Programs Manager will provide leadership and oversight for BGC Yukon programming within the Haines Junction Satellite, including after-school programming, school break programs, special events, and seasonal camp operations. The successful candidate will help ensure programs are safe, inclusive, engaging, and responsive to the needs of the community.

This role is highly collaborative and involves working closely with youth, families, St. Elias Community School, Champagne and Aishihik First Nations (CAFN), community organizations, the Village of Haines Junction, and BGC Yukon leadership. The Manager will also play a key role in the planning and delivery of Shäje Kwa'a Sunshine Camp during the summer months.

If you are an organized, adaptable, and relationship-focused leader who enjoys working directly with youth and building strong community connections, this may be the opportunity for you.

JOB DESCRIPTION

- The Haines Junction Programs Manager is responsible for the leadership, planning, implementation, and continuous improvement of BGC Yukon programming within the Haines Junction Satellite.
- The Manager provides day-to-day leadership and oversight of programming and ensures that services meet organizational operating standards, risk management requirements, policies, legal and contractual obligations, and budgetary requirements.
- The Manager oversees after-school programs, school break programming, special events, and seasonal camp operations while ensuring programming reflects BGC Yukon's values and the 40 Developmental Assets framework.



- The position also provides leadership to staff and volunteers, supports community partnerships, manages program budgets and reporting requirements, and contributes to grant applications and funding development.

RESPONSIBILITIES

Leadership & Program Operations

- Participate in BGC Yukon's Leadership and Youth Teams in long-range and strategic planning.
- Model and adhere to BGC Yukon's Code of Conduct, policies, and core values.
- Develop workplans, evaluation plans, and objectives aligned with BGC Yukon's strategic priorities and operational standards.
- Provide day-to-day leadership and oversight of Haines Junction Satellite programming.
- Ensure programs meet risk management, policy, legal, contractual, and budgetary requirements.
- Foster a positive, inclusive, and relationship-based program culture.
- Monitor community needs and adapts programming accordingly.
- Lead Haines Junction programming in collaboration with internal and external partners.

Program Development

- Design, implement, and evaluate youth programming throughout the school year.
- Develop recreational, educational, cultural, leadership, wellness, and life-skills opportunities for youth.
- Ensure programming reflects Yukon's 40 Developmental Assets framework.
- Coordinate field trips, guest facilitators, community events, and special initiatives.
- Support programming that is safe, inclusive, engaging, flexible, and responsive to participant needs.

Shäje Kwa'a Sunshine Camp

- Lead the planning and operational oversight of Shäje Kwa'a Sunshine Camp in partnership with CAFN.
- Coordinate staffing, transportation, schedules, risk management documentation, and field trips.
- Support participant registration, accommodations, and communication with families.
- Evaluate camp outcomes and prepare end-of-season reports.

Community Partnerships

- Develop and maintain positive working relationships with St. Elias Community School, CAFN, community organizations, and the Village of Haines Junction.
- Build partnerships that strengthen youth programming and community connections.
- Work collaboratively with youth, families, community partners, and BGC Yukon leadership.
- Identify opportunities for collaboration and program development.

Grants, Funding & Reporting

- Ensure funding metrics are accurately tracked and submitted within required timelines.
- Contribute to grant applications, program descriptions, risk management plans, and budget development.
- Identify and pursue funding opportunities that support BGC Yukon's Youth Program model.
- Collect data and report program outcomes to funders and donors.
- Ensure compliance with funding agreements, contractual outputs and outcomes, and BGC Canada reporting requirements.
- Present program findings and impact to support strong relationships with funders and donors.

Financial Management

- Maintain program expenditures within approved budgets.
- Support the development and management of the Haines Junction Drop-in budget and Shäje Kwa'a Sunshine Camp budget.
- Plan and allocate resources for new and ongoing programs in collaboration with the Haines Junction Programs Director.

People & Culture

- Provide leadership, supervision, and mentorship to Haines Junction staff.
- Promote a culture of inclusion, empathy, and excellence in service delivery.
- Foster staff engagement through active listening, coaching, performance planning, and recognition.
- Identify professional development opportunities for staff.
- Collaborate with other Youth Managers to advance portfolio work and develop new programs.
- Empower staff to build positive relationships with youth, families, and colleagues.
- Ensure programs are flexible, responsive, and rooted in intentional, relationship-based practice.
- Create environments that reflect Justice, Equity, Diversity, and Inclusion principles.
- Foster reflective practice and innovation through collaborative dialogue.

QUALIFICATIONS

- 3-5 years of progressive management experience in youth services, community services, or a related field.
- In-depth knowledge of youth-serving programs, policies, and the non-profit sector.
- Minimum 2 years of direct experience working with vulnerable youth.
- Strong administrative, planning, financial, and human resource management skills.
- Strong communication, leadership, and relationship-building skills.
- Proficiency with Microsoft Office applications and database systems.
- Class 4 Driver's Licence, or willingness to obtain.
- Valid Standard First Aid & CPR-C Certification.
- Valid FoodSafe Level 1 Certification, or willingness to obtain within the first three months of employment.
- Clear RCMP Vulnerable Sector Check.
- University degree in a relevant discipline, such as Social Work or Social Sciences, or an equivalent combination of education and experience is an asset

CORE COMPETENCIES

- Leadership
- Communication
- Critical Thinking
- Planning & Organizing
- Teamwork & Collaboration
- Resource & Financial Management
- Coaching & Mentoring
- Decision Making & Judgment
- Organizational & Environmental Awareness

WORKING CONDITIONS

This position requires the ability to work independently while also collaborating effectively with staff, youth, families, and community partners.

The Manager must be able to manage multiple responsibilities and priorities, including working in high-pressure situations and responding appropriately to crisis situations.





Yukon

Work may include extended hours during meetings, community events, conferences, and seasonal programming, including occasional evening and weekend work.

APPLICATION SUBMISSION DEADLINE

Ongoing until filled

CONTACT

Please submit your résumé and cover letter to:

Sahibjot Singh

Email: ad@bgcyukon.com

BGC Yukon is an inclusive organization and welcomes applications from all qualified candidates. We thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.

Respectfully recognizing that we connect, experience, learn, play, and grow on the shared territory of the Kwanlin Dün First Nation and Ta'an Kwäch'än Council, as well as Champagne and Aishihik Traditional Territory.

ADDITIONAL APPLICATION INSTRUCTIONS

Please email your résumé and cover letter to Sahibjot Singh at ad@bgcyukon.com.

