



## Youth Hubs Coordinator - Full Time- Contract

### Job Posting

#### About Us:

Malvern Family Resource Centre (MFRC) is an essential and trusted Community Hub that connects, engages, and takes collaborative action in supporting our communities to thrive. We use our public spaces, and our deep and authentic connections, to bring people together with a focus on those that need us the most. Each year, MFRC provides impactful, holistic, and highly accessible programs and services to several thousand children, youth, families, women, newcomers, and seniors. MFRC has recently launched a new strategic plan A Place Where You Belong.

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#### The Opportunity:

Reporting to the Youth Manager, the Youth Hubs Coordinator leads the daily operations of three youth hubs—Neilson, Empringham, and Danzig. They supervise staff, coordinate with partners, and ensure programs are inclusive, youth-driven, and responsive to community needs. The role also involves outreach, partnership building, and resident engagement to maintain strong participation across all hubs.

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#### Key Responsibilities:

- Oversee the day-to-day operations of three youth hubs, ensuring safe, inclusive, and welcoming spaces.
  - Supervise, coach, and support staff, students, and volunteers to ensure high-quality program delivery in line with funding deliverables.
  - Develop, implement, and evaluate youth-led programs focused on skill building, wellness, and leadership.
  - Conduct outreach to promote hub programs, recruit participants, and maintain strong community visibility.
  - Build and sustain partnerships with schools, community agencies, and residents to expand program impact.
  - Facilitate community events, workshops, and initiatives such as tournaments, cultural celebrations, and wellness activities.
  - Manage program budgets, schedules, and reporting; maintain attendance and outcome tracking.
  - Represent MFRC at community meetings and collaborative networks related to youth engagement and safety.
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### Qualifications & Skills:

- Post-secondary education in Child & Youth Care, Community Development, Social Work, or a related field.
  - Minimum 3 years' experience coordinating community-based youth programs, with supervisory experience preferred.
  - Strong understanding of issues impacting youth in Scarborough (e.g., access, mental health, employment barriers).
  - Experience in partnership building, outreach, and program design.
  - Excellent leadership, communication, and problem-solving skills.
  - Proficiency with Microsoft Office and client registration
  - Valid Ontario G Driver's License and access to a vehicle (required).
  - CPR/First Aid and relevant recreation or mental health certifications considered assets.
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### Terms of Employment:

**Salary:** \$50,000-\$55,000

**Benefits:** 100% employer-paid benefits, three weeks of paid vacation, three personal days, sick days (after probation), and additional paid time off over the holiday break.

**Hours:** Full-time contract position, evening and weekend availability required

Contract Term: 1 year with possibility of extension based on performance

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### How to Apply

Please send your **cover letter and resume in one document (PDF format)** by e-mail to

**agaur@mfr.org** (Anjali Gaur, Manager, Youth Programs)

**Subject line:** FirstName\_LastName\_Youth Hubs Coordinator

Applications will be reviewed on a rolling basis, and candidates selected for interviews will be contacted directly.

MFRC is an equal opportunities employer. We embrace diversity and are committed to becoming an anti-racist organization. Our goal is to attract and retain highly talented employees from diverse backgrounds, allowing the Malvern community to benefit from a wide variety of experiences and perspectives that will shape our programs and services.

At MFRC, we understand that traditional hiring processes create barriers for individuals from underrepresented communities. We encourage talented individuals from diverse backgrounds to apply for positions within our organization, even if they do not meet all the listed requirements. We believe that qualifications extend beyond technical skills and academic achievements. We value the potential, passion, and diverse perspectives that individuals from different backgrounds can bring to our team.

If you are contacted by MFRC regarding this job opportunity and need accommodation through the hiring process, we would be happy to accommodate you.

Finally, figuring out where you want to work is a big decision, and we want you to have the opportunity to do your due diligence. We will welcome questions during the recruitment process; you can also expect to talk to current staff about their employment experiences and check the references of your planned supervisor.

**Connect. Belong. Thrive.**