



CAREER OPPORTUNITY

SPECIAL INITIATIVES (SPIN) COORDINATOR, PHOENIX LEARNING AND EMPLOYMENT CENTRE FULL-TIME, PERMANENT

Since 1987, Phoenix has been dedicated to supporting youth and contributing to a vibrant community. Phoenix's ten locations in Halifax, N.S. provide a continuum of care for youth ages 11-24 and their families. We offer important services and programs including shelter, food, housing support, health care, parenting support, recreation, education and employment services, and clinical therapy. Our team of caring professionals recognizes that each person who comes to us has individual needs as well as strengths. People are the leaders in their own lives; Phoenix is a leader in supporting them. To learn more about Phoenix Youth Programs, visit: www.phoenixyouth.ca

Job Summary: The Special Initiatives (SPIN) Coordinator is tasked with the development, organization and oversight of SPIN programs and activities at Phoenix Youth Programs (Phoenix). SPIN offers innovative experiential programming designed to develop Phoenix youths' skills and competencies through their participation in activities that reflect their interests and talents. The program has four core areas: performing arts, arts & culture, skill development and leadership, and recreation opportunities.

The SPIN Coordinator organizes the activities and engages staff facilitators and external SPIN Guest Facilitators to lead each activity or program. On occasion the SPIN Coordinator may be required to facilitate programs for youth in the absence of program staff availability.

The position also includes responsibility for the development and facilitation of an 8-week summer program for approximately 8 Phoenix Youth in conjunction with the Employment Outreach

Compensation: A competitive salary, comprehensive group medical insurance plan, Employee and Family Assistance Program, RRSP contribution, three weeks of vacation in the first year and four in the second, generous sick leave, a generous paid holiday schedule, in-house trainings and professional development opportunities.

Hours of Work: 40 hours per week, primarily daytime hours Monday to Friday, with some evening work and occasional weekend work.

Location: 6169 Quinpool Rd., Suite 220, Halifax, N.S

Reports to: Manager, Phoenix Learning and Employment Centre

Screening Requirements: This position is subject to a satisfactory criminal record check including a vulnerable sector search, a child abuse register check and proof of education.

KEY RESPONSIBILITIES

- Primary role is to engage with Phoenix youth, program staff and volunteers to develop, promote, implement, facilitate and evaluate SPIN programming, via social media and externally where applicable
- Engage with the community to maintain current partnerships and to develop new partnerships that will support SPIN program objectives.
- Ensure that SPIN is fully integrated with other Phoenix programs.
- Attend ongoing SPIN activities on a monthly basis to check in with program facilitators and fill in as program facilitator when other staff are unavailable.
- Arrange food, transportation and accommodation of youth, staff and volunteers for programming and special events when required.
- Primary responsibility to schedule staff facilitators for SPIN activities, submitting payroll hours to Manager and tracking staff hours for budget development purposes.
- In conjunction with the PLEC manager, coordinate, supervise and support staff required for SPIN activities including day trips, recreational outings, events etc.
- Assume daily operational oversight for program expenses including petty cash and develop program budget in conjunction with Manager

QUALIFICATIONS

- An undergraduate degree is required (*therapeutic recreation, child & youth, social work, fine arts*) along with minimum of 2 years' experience working with youth.
- Registration or candidacy for registration, certification or membership of a related professional body (if applicable).
- Experience developing, delivering and evaluating experiential youth-related programs.
- Experience with arts-based programming, and youth leadership and skills development.
- Experience supervising staff and coordinating program and staff schedules.
- Experience engaging and connecting with community organizations and resources.
- Valid Driver's License is required and use of vehicle is an asset.
- Proficiency using Microsoft Office Suite and social media platforms.
- Non-violent crisis intervention (CPI), suicide intervention (ASIST), standard first aid or a commitment to secure those requirements within six months of being hired.
- Experience with a non-profit organization is an asset.

We celebrate diversity and are committed to creating an inclusive environment reflective of the youth we serve. We welcome applications from individuals from equity seeking groups such as racialized/visible minorities, Indigenous/Aboriginal peoples, persons with disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of our Nova Scotia communities. All employment is decided on the basis of qualifications and merit; however we encourage self-identification on either your covering letter or resume.

TO APPLY: *Note that interviews may take place during the posting period

Please forward a resume and a cover letter (in Word or as a PDF document) with pertinent information about your qualifications no later than Sunday, January 13th to careers@phoenixyouth.ca.