



P: 204.474.0212
OR 1.855.437.8523

170 Scott Street
Winnipeg, MB
R3L 0L3



Job Posting – EXTERNAL Youth Programs Coordinator

The Rainbow Resource Centre provides support, education, and resources to foster a proud, resilient, and diverse LGBT2SQ+ community.

Job Title: Youth Programs Coordinator

Title of Immediate Supervisor: Program and Education Manager

Direct Reports: Youth Program Volunteers, Camp Aurora Volunteers, Youth Summer Programmers

EFT: 1.0

Position Mandate: The Youth Programs Coordinator develops and delivers a variety of youth-based educational programming that focuses on providing LGBT2SQ+ youth with the opportunity to be positively supported and affirmed; to create social change while learning valuable skills; and to increase self-esteem and self-confidence while increasing social networks and social supports. The Youth Programs Coordinator works collaboratively with other Rainbow Resource Centre program coordinators to organize and assist with relevant programming activities.

Position Duties and Responsibilities

- Develop, plan, and implement education programming and leadership development opportunities for LGBT2SQ+ youth. Currently, this includes twice-weekly evening programming, once-monthly Saturday programming, a youth-planned winter dance, a Pride dance, fundraising pancake breakfast, and Camp Aurora.
- Work with a Steering Committee and BIPOC Advisory Group to plan and implement Camp Aurora, a one-week summer camp for LGBT2SQ+ and allied youth.
- Utilize a variety of pedagogies and techniques that are youth-centred, outcome-informed, and integrate issues of LGBT2SQ+ communities, culture, social location, privilege, and anti-oppression.
- Collaborate with Participant Support Worker to provide individual support to youth and referral to outside agencies, as needed.
- Promote Youth Program through appropriate social media platforms.
- Recruit, train, support, and supervise volunteers in Youth Program.
- Work with volunteers to develop group structures, activities, and youth engagement.



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- Provide consultation to Rainbow Resource Centre programs regarding Youth Program and youth support services for Rainbow Resource Centre program participants.
- Engage in ongoing research, reading, and consultation on current issues in youth work, youth services, and current LGBT2SQ+ service providers.
- Create, maintain, and update reports, files, consent forms, assessment forms, and other information as required.
- Train and supervise Youth Summer Programmers.
- Other related duties as assigned by and negotiated with management.

General Accountabilities

- Track and report program statistics, including but not limited to number of volunteers, volunteer hours, consultations, and programming participants.
- In consultation with management, develop and implement a work plan and evaluation plan.
- With supervision from management, participate in management of program budget, including budget planning and development, and tracking expenditures.
- Complete relevant administrative functions and documentations (i.e. time sheets, educational requests, vacation requests, incident reports, and expense accounts).
- Actively participate in relevant meetings, projects, forums, and community committees.
- Collaborate with, and/or assist other RRC program coordinators with special events and programming.
- Participate in the development, implementation, and maintenance of appropriate policies and procedures and all other Rainbow Resource Centre guidelines.
- Other related duties as assigned by and negotiated with management.

Education

- Post-secondary education or a combination of relevant experience in a related field such as education, social sciences, or community development.

Knowledge, Skills, and Experience

- Experience working with diverse LGBT2SQ+ populations.
- Experience working with youth in a variety of settings. Work with LGBT2SQ+ youth is an asset.
- Ability to recognize and integrate skills, knowledge, experience, and expertise of youth into program development and delivery.
- Excellent group facilitation skills, conflict resolution skills, and interpersonal skills.



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- A proven ability to train, supervise, and support volunteers.
- Knowledge of LGBT2SQ+ population issues, including addictions, mental health, violence, STIs, HIV/AIDS, school-based bullying, discrimination, and other systemic issues.
- Demonstrated awareness of community resources and appropriate LGBT2SQ+ friendly referrals.
- Demonstrated understanding of heterosexism, cissexism, and other oppressions and how they impact youth, individuals, families, institutions, and communities.
- Excellent written and oral communication skills. Experience in community organizing and outreach is an asset.
- Ability to work with Microsoft computer applications including Word, PowerPoint, Excel, Office 365, and Outlook.
- Familiarity and ability to work with youth-friendly social media.
- Demonstrated ability to work independently and as a member of a multi-disciplinary team.
- Valid full class 5 driver's license.
- Experience in planning and facilitating educational workshops and groups is an asset.
- Demonstrated commitment and ability to work with diverse groups. Bilingualism or multilingualism is an asset.
- Experience working in a non-profit setting is an asset.

Working Conditions: This is a 37.5 hour/week position. Must be willing to work flexible hours to accommodate evening and weekend programming, as well as one week out of town at a camp facility to coordinate Camp Aurora. Currently, youth programming is held weekly on Tuesday and Wednesday evenings and monthly on the second Saturday afternoon. Camp Aurora is usually held in late August. This is a unionized position (CUPE 2348). Rainbow Resource Centre offers health, dental, and employee assistance plan benefits.

Salary: \$37,898.25 - \$42,666.00 per year.

Rainbow Resource Centre is an equity-seeking employer; however, we encourage applications from Indigenous peoples, people of colour, ethnic minorities, and persons with disabilities who identify as a part of the LGBT2SQ+ community.

Please submit cover letter and resume to the attention of:

Craig Gibb
Program and Education Manager
Rainbow Resource Centre
170 Scott Street
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craigg@rainbowresourcecentre.org

Application Deadline: 5:00pm, February 12, 2019

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