



RAINBOW RESOURCE CENTRE

Posting Date: June 24, 2024

Position Start Date: September 2024

Job Posting: Youth Program Coordinator

Rainbow Resource Centre nurtures inclusive spaces for the 2SLGBTQ+ community to thrive.

Job Title: Youth Program Coordinator

Title of Immediate Supervisor: Director of Services

Position Mandate:

Rainbow Resource Centre's 2022 Strategic Plan outlines three key goals – to provide services and resources that respond to identified need, to create space for communities to meet, organize and support people, and to advocate with and on behalf of the 2SLGBTQ+ community.

The Youth Program Coordinator develops and delivers a variety of youth-based educational programming that focuses on providing 2SLGBTQ+ youth with support and affirmation; 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 Program 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 in person and virtual programming for 2SLGBTQ+ youth. Currently, our Youth Program serves youth ages 10-21 and meets twice-weekly for evening programming, once-monthly for weekend excursions, and periodically throughout the year for special-programming (e.g. BIPOC-specific programming).
- Utilize a variety of pedagogies and techniques that are youth-centred, outcome-informed, and integrate issues of 2SLGBTQ+ communities, culture, social location, privilege, and anti-oppression.
- Develop, plan and implement youth-oriented annual events, such as the "Pride Prom" dance, a fundraising Pride Pancake Breakfast.
- The lead staff person to develop, plan and implement programming at Resource Centre's summer camps, with support of the Camp Coordinator.
- Working in tandem with the Older Adult Coordinator, plan intergenerational programming for Youth Programming and Over the Rainbow participants throughout the year to build connections.
- Plan and create youth content for social media platforms including but not exclusively: Instagram, TikTok, and YouTube.
- Collaborate with the Youth Support Counsellor to provide individual support to youth and referral to outside agencies, as needed.
- Assist with the recruitment and training of Youth Program volunteers with the Volunteer Coordinator.

P: 204.474.0212 TOLL-FREE: 1.855.437.8523

545 Broadway, Winnipeg, MB R3C 0W3

- Support and supervise volunteers during Youth Programming.
- Recruit and train youth mentor volunteers for age 10-13 programming, and youth programming support volunteers for Rainbow's summer camps.
- Engage in ongoing research, reading, and consultation on current issues in youth work, youth services, and current 2SLGBTQ+ service providers.
- Create, maintain, and update reports, files, consent forms, assessment forms, and other information as required.
- Other related duties as assigned by and negotiated with management.

General Accountabilities

- 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, professional development requests, vacation requests, incident reports, stats trackers, 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, when relevant.
- Participate in the development, implementation, and maintenance of appropriate policies and procedures and all other Rainbow Resource Centre guidelines.

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 youth in a variety of settings. Work with 2SLGBTQ+ youth is an asset.
- Knowledge of 2SLGBTQ+ population issues, including addictions, mental health, violence, STBBIs, HIV/AIDS, school-based bullying, discrimination, and other systemic issues.
- Demonstrated understanding of heterosexism, cissexism, and other oppressions and how they impact youth, individuals, families, institutions, and communities.
- Understand trauma-informed practices including Harm Reduction and a client-centre approach.
- Ability to recognize and integrate skills, knowledge, experience, and expertise of youth into program development and delivery. Experience in planning and facilitating educational workshops and groups is an asset.
- Excellent group facilitation skills, conflict resolution skills, and interpersonal skills. Demonstrated commitment and ability to work with diverse groups.
- Understand the importance of maintaining a variety of relationships with various stakeholders and organizations

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- Demonstrated awareness of community resources and appropriate 2SLGBTQ+ friendly referrals.
- 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. 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. This position's hours are generally Mondays, Thursdays and Fridays from 9:30 AM – 5:00 PM and Tuesday and Wednesdays from 1:30 PM – 9:00 PM. Must be willing to work flexible hours (evening and weekends) to accommodate attending our summer youth camps and for monthly excursions. This is a unionized position (CUPE 2348). Rainbow Resource Centre offers access to health, dental and employee assistance plan

Salary: \$40,416 - \$45,517 annually

Rainbow Resource Centre encourages applications from applicants who identify as part of the 2SLGBTQ+ community and identify as Indigenous, Black, a person of colour and/or a person with disabilities. We are strongly committed to building a team that reflects the community that we serve. If there are way we can remove barriers to the application process, please let us know and we will work with you to meet your needs.

Application Deadline: July 5, 2024, at 4:00 PM

Please submit cover letter and resume to the attention of:

Liana Lutz,
Finance & HR Manager
Rainbow Resource Centre
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