

GirlSpace Coordinator

YWCA NWT

Task List

2023-08-03 15:29:09

Summary:	Provides an age appropriate program that provides a framework/understanding to young girls (7-13) on anti-oppression, teaches leadership, empowerment and self esteem while providing a safe environment to make friends and express themselves.		
Location:	Various locations	Group:	Active
Department:	Child and Youth	Family:	N.A.
Scenario:	active	Reports To:	Family and Youth Team Lead/Project Child Recovery Coordinator
Job Id:	33	Last Update:	2023-04-18

Tasks:

Program Management

1. Develops program modules with a northern focus
2. Undertakes program evaluations for individuals and groups by assessments at the beginning and end of modules.
3. Develops and facilitates programs that build skills in leadership, teamwork, self awareness in non-judgmental settings
4. Ensures programs operate according to legislation, regulations, standards, policies and procedures established by government and YWCA, Yellowknife.
5. Provides input into program structure and development and policies
6. Participates in short and long term planning
7. Liaises with other community agencies to promote program(s) and identify needs and coordinates the provision of program/services
8. Completes ongoing evaluation of program and participants and submits regular reports and recommendations.

Program Operations

9. Implements and modifies national GirlSpace and Power of Being a Girl programs to meet local needs.
10. Provides opportunities to explore, respect and strengthen social, cultural and language supports.
11. Facilitates sessions and groups in the area of violence prevention, self esteem, healthy relationships, gender roles, gossip, bullying, groups in program
12. Plans for special events such as a full day program, Christmas party, March Break, summer GirlSpace camps
13. Provides opportunities to understand cultural oppression and its relationship to trauma and healing.
14. Implements a daily schedule that incorporates client needs.
15. Acts a s role model in the Classroom and helps raise students sense of self esteem.

Administration

16. Sets program hours of operation within parameters determined by supervisor and/or consultation with school personnel to meet need of clients and/or client demographics.
17. Attends regular team meetings and training sessions to contribute to the identification and resolution of trends or issues that will affect the program and to support funding agency requirements.
18. Communicates and is kind, courteous and helpful to clients, visitors, supporting a positive reputation for the YWCA NWT.
19. Completes incident reports when required.
20. Completion of programming report for funders
21. Ensures that the client files are properly maintained and secure.

Administration

22. Maintains written and computerized records, compiles reports and completes other program documentation.
23. Prepares a variety of written and statistical and financial reports and highlights any concerns on a monthly or quarterly basis.
24. Prepares and delivers public presentations to community groups
25. Works with Supervisor to research and apply for more funding, including creating new programming that meets funding criteria.
26. Keeps up to date regarding skills, techniques, current initiatives, etc

Life Skills

27. Role models, encourages and assists clients to practice self help and nonviolent problem solving skills daily.
28. Provides programming and support designed to enhance the life skills of program participants.
29. Provides opportunities for clients to share and learn from one another.
30. Ensures experiences, materials and resources that actively promote learning, especially non violent, anti-racist and non sexist interactions and attitudes.

Case Management

31. Plans and implements group sessions for clients on a variety of topics such as anger management, grief, loss, sexuality, self esteem, abuse , violence, addictions, and personal safety.
32. Provides immediate emergency/incidental problem solving, emotional support and stabilization crisis support.
33. Understands and applies principles of group dynamics in programming for effective behaviour management

Health, Safety & Security

34. Ensures program(s) operates in a safe manner and hygiene standards are maintained.
35. Keeps aware of YWCA NWT health and safety policies and requirements and maintains safe practices while working.
36. Reports all incidents of suspected abuse to supervisor and follows YWCA NWT protocols.
37. Updated immunization records.
38. Clear criminal records check and vulnerable sector check.

Human Resources

39. Oversees students and volunteers assigned

Other

40. Performs other tasks as assigned by the Supervisor.
41. Maintains first Aid and CPR certification
42. Complies with YWCA NWT policies and procedures.
43. Must have clear criminal record and vulnerable sector check and proof of vaccinations.

Skills & Knowledge

44. Diploma in Social Work or Human Sciences, child and youth Studies with at least two years experience in related field or equivalent in education and experience.
45. Working experience with people who experience gender based violence, addictions and mental health issues.
46. Strong working experience with children and youth
47. Advanced knowledge of the signs of violence and abuse at an early age and effective interventions.
48. Knowledge of Indigenous peoples of Canada, residential school, sixties scoop, colonization, TRC and other matters and have an understanding of the recommendations of the Truth and Reconciliation Commission of Canada
49. Related life skills experience, effective intervention experience with individuals and family related to violence and/or addiction/mental health.

Skills & Knowledge

50. Experience in facilitating groups.
51. Excellent interpersonal skills including ability to work cooperatively and professionally as part of a team and to work with other family members, agencies and community partners.
52. Ability to deal with behavioural issues
53. Ability to run and facilitate groups for young girls/women to assist them in gaining life skills in the area of violence prevention, coping with bullying, healthy relationships, media, gossip, gender roles, etc.).
54. Ability to deliver culturally responsive service and commitment to building individual cultural competencies.
55. Strong working experience with children 3-11yrs of age and/or youth.
56. Ability to implement planned activities and programs.
57. Ability to respond effectively in managing behavioural issues and crisis situations in a stressful environment.
58. Ability to maintain appropriate professional and personal boundaries.
59. Ability to work independently with minimal supervision.
60. Creativity in developing planned activities and programs.
61. Good judgement and decision making skills.
62. Ability to engage young girls in discussions and groups around the impact of various social issues.
63. Demonstrated skills in the area of advocacy
64. Good verbal and written communication skills.
65. Good public speaking and engagement skills.
66. Understanding of and experience in developing fundraising proposals and meeting reporting requirements
67. Experience interacting with children and youth
68. Formal training in conflict resolution and non violent crisis intervention skills.
69. Knowledge of and ability to work with persons of varying cultural backgrounds.
70. Proficiency in Microsoft Suite and adept at using data entry software including cloud storage systems - an asset
71. Research and analysis skills.
72. Working knowledge of social media, internet based games etc as they relate to youth.
73. Ability to function effectively, work independently and be decisive in crises.
74. Ability to multitask
75. Good record keeping skills and attention to detail.