



# Frog Hollow

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[www.froghollow.bc.ca](http://www.froghollow.bc.ca)

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## Youth Services Director (Maternity Leave Position)

**Hours:** Approximately 17.5 hours /week  
**Contract:** February 4 – November 15, 2019  
**Wage:** ANHBC Program Director Level 1, \$30.29 - \$36.54/hour

### Duties and Responsibilities:

- Supervise Youth Services Coordinator and Youth Settlement Coordinator and their respective programs including youth settlement, preteen, and high school-based programs
- Support the launch of new youth projects, pending approval
- Maintain excellent relationships with Vancouver Technical Secondary and Windermere High School, and attend bi-monthly Vancouver School Board meetings
- On-site program support and monitoring through occasional site visits including special events
- Report on all grants under FHNH-based youth team
- Prepare and submit planned grants from previous years for FHNH-based youth programs
- Ensure purchasing adheres to funder requirements within existing budgets
- Attend weekly youth team meetings, settlement meetings (every 2 weeks), Senior Leadership Team meetings (every 2 weeks), all staff meetings (every 2 months), and annual all staff retreat

### Qualifications

- Post-secondary education in community development, non-profit management, child and youth work, social work, or similar discipline, preferably at a graduate level
- Experience overseeing youth programs in a non-profit or community based setting
- Collaborative leadership style; experience supervising multiple staff
- Demonstrated skills in financial administration, program management, implementation and evaluation
- Ability to professionally represent organization publically, including sustaining partnerships with local schools, community organizations, and funders
- Exceptional administrative skills including grant contract management
- Ability to communicate inter-culturally and comfortably in a fast-paced, multicultural setting

*Please quote "Youth Services Director" in the email subject and apply to Gary Dobbin, Executive Director at [gdobbin@froghollow.bc.ca](mailto:gdobbin@froghollow.bc.ca). Applications will be accepted on a rolling basis until the position is filled. Only short-listed candidates will be contacted.*

*Creating Our Community Together*