



Catching the Spirit

A Youth Leadership and Environmental Stewardship Program
For Youth By Youth

Now Recruiting - Program Coordinator

Catching the Spirit (CTS) is a unique program dedicated to developing leadership and social responsibility in youth through environmental stewardship, education, team building and outdoor recreation. In its seventeenth season, CTS promotes respect, creativity, collaboration, and outdoor fun leaving youth with a connection to each other, the environment and their community. The Catching the Spirit Program is operated by the Catching the Spirit Youth Society (CTSYS) and is offered free to youth 12 to 18 years old throughout the Metro Vancouver region.

CTS is now accepting applications for the position of Program Coordinator. This is a permanent, full-time position beginning *November 1, 2017*. The Program Coordinator is part of a dynamic leadership team led by the CTS General Manager and Board Representatives. If you are a dynamic leader with a desire to inspire youth and help them become strong leaders with a passion for the environment, then CTS wants to hear from you.

The CTS Program Coordinator will be responsible for:

- Developing, coordinating and delivering CTS programs, including the training program, the summer program (weekend overnight camps and day programs), and other activities supporting youth engagement.
- Supervising staff, including Interns, Supervisors, Youth Peer Leaders and program participants.
- Develop, deliver and coordinate seasonal training requirements for CTS program Supervisors and Youth Peer Leaders.
- Coordinating camps and activities for CTS youth with program partners, including Metro Vancouver Parks, stewardship groups, families and youth and some corporate groups.
- Supervising and supporting the CTS Youth Council.
- Taking an active role in and providing leadership to Supervisors to liaison, communicate and foster connections with CTS youth and their families, MV Park' s staff, program sponsors and community partners.
- Assisting in the recruitment of program Supervisors, Peer Leaders and participants, including participating and/or directly coordinating recruitment and selection process.
- Collaborating with the CTS General Manager and CTSYS Board, to develop risk management and safety protocols, and oversee compliance in all CTS programming.
- Working with General Manger and CTSYS to oversee the promotion and advertisement of the program.
- Under the direction of the General Manager, completing administrative duties, including processing program registrations, providing website and social media updates, tracking program information and statistics, developing and updating program resources (e.g. training and program manuals), fielding program inquiries from youth and their families, and assisting in the development of grants and supporting sponsorship/funding related activities.
- Reporting to the CTSYS General Manger and attend CTSYS Board meetings as required to participate in program planning and policy development activities.

- In the fall/winter of 2017/2018, explore and create a business case for a new program offering by CTSYS that will (1) bring new opportunities for the community to engage with CTS and (2) generate income to support CTSYS' future programs.

The CTS Program Coordinator will need a strong background in:

- Leadership development and mentorship skills, particularly with youth
- Communication and relationship management skills, including the ability to work effectively with youth, families, small community groups, schools and representatives of large organizations and corporations
- Team dynamics
- Environmental stewardship and education
- Outdoor recreation skills and experience, particularly with youth

Requirements and Assets:

- Minimum of a Diploma in Outdoor Leadership, Recreation or Environmental Program and/or BA or BSc. In Education, Environmental Sciences or related field working with youth in outdoor recreation.
- Experience in program development and coordination.
- Experience working with youth (ages 12 to 18) and their families.
- Experience and comfort in outdoor environmental education and/or recreation.
- Computer skills, including experience in updating websites, social media and creating and maintaining spreadsheets.
- Licensed with a valid class 5 drivers' license with a vehicle.
- Creative, reliable, organized, professional, independent & willing to take initiative.
- Fun and lively spirited.
- Passionate about developing strong leaders.
- Excited about fostering connections between people, the environment and the community.

Compensation:

Catching the Spirit provides a competitive compensation package. Compensation will be negotiated based on applicant's qualifications, skills and experience.

Please apply with cover letter and resume by email or mail at:

Email: info@catchingthespirit.com

Mail: Catching the Spirit Youth Society
Attention: Bob Gunn, Executive Director
9146 Avalon Avenue, Burnaby BC V3N 4G8

Closing Date: Application must be submitted by Thursday August 25, 2017 before midnight.

For more information check out www.catchingthespirit.com or **CALL 604-562-0583**

*We thank all applicants in advance and note that only those selected for an interview will be contacted directly.
Thank you for your interest in Catching the Spirit!*