



North Island Community Services (NICSS) Job Posting

POSITION: Teen Centre Coordinator
CLOSING: Until Filled
LOCATION: Port McNeill
HOURS: 5.5 hours week (including Friday night drop-in 6pm-9pm)
START DATE: ASAP

North Island Community Services is a not-for-profit society that has successfully been providing community-based services to the Mount Waddington region for 40 years.

The **YOUTH** of our Community need a **LEADER** who can step in and coordinate activities for their Teen Centre!

This position will take the lead on planning, coordinating and delivering a variety of activities (recreation, arts, crafts, education, theme nights, fundraisers, etc.). There is room for this position to evolve and it just needs the right person to take it there!

The Teen Centre Coordinator will be responsible for the recruitment and management of volunteers, as well as monitoring the sign-in/sign-out process on drop-in nights. NICSS is looking for someone who excels at promoting positive social interactions in a safe and fun environment.

The Ideal Candidate will:

Genuinely enjoy working with youth, having the ability to develop respectful relationships while modelling effective communication, leadership and healthy social development

Be experienced working with YOUTH aged 13-18

Be a self-starter who exhibits enthusiasm, adaptability and creativity

Possess great ideas, with the perseverance, skill and vision to see those ideas through to reality

Exude both approachability and maturity, including the ability to handle diverse situations with youth from a variety of backgrounds

Recognize that this position has the ability to positively influence youth and make a difference in our community

Views themselves as someone who can work well as part of a team, while also endorsing collaboration and teamwork with the youth

Essential Qualifications:

Approved Ministry of Justice Criminal Records Check

Level 1 first aid w/CPR (or willing to obtain prior to start date)

Food Safe Certification (or willingness to obtain)

For more information contact Andrea Kerr, Executive Director at: (250) 956-3134 or email ed@nicommunityservices.ca

Interested applicants can send resume and cover letters via email to ed@nicommunityservices.ca or fax to (250)956.4484

Only shortlisted candidates will be contacted