



Federation of BC Youth In Care Networks

"by coming together, we are not alone"

www.fbcyicn.ca

Position Description

Position Title: Local Development Coordinator (Community Development Worker)

Reports to: Program Manager (Local Development)

Position Overview: Working closely with the Local Development Program Manager and a team of youth & adult volunteers (the A-Team), the Local Development Coordinator is responsible for developing and supporting our Locals (groups) throughout BC. A "Local" is a group of young people (14-24) who are in or from government care that come together for support so they don't feel alone in their experiences! Locals give young people an opportunity to meet new people, do fun activities, develop skills and unite their voices to make change in the systems that affect them.

Duties and Responsibilities:

Develop Locals

- Support interested communities with the application process to become a Federation Local
- Promote the Local Development Program and respond to various requests

Maintain Locals

- Provide ongoing coaching and support to the Local Leadership Teams
- Review reports & updates and respond accordingly
- Promote the activities of the Local using our network & social media tools
- Review, revise, and develop the policies & procedures for Locals
- Visit Locals annually and/or as needed

Local & Community Collaboration

- Plan & implement a training retreat for representatives from the Local's Leadership Teams
- Support Locals to connect to each other and the broader community
- Support Locals to get involved in our programs & initiatives

Volunteer Supervision

- Support a team of youth & adult volunteers to advise and support the Local Development Program

Organizational Support

- Provide one-to-one support to young people
- Support all Steering Committee Meetings (weekend long camps/conferences that happen three times a year for our Youth Members)
- Attend & support other organizational events, including the annual staff and board retreat and participating in team meetings
- Provide help and leadership with other activities as required

Qualifications:

- A minimum of 4 years work experience related to community development or equivalent
- A passion for improving the lives of young people in and from care and a principled belief in the importance of meaningful youth participation;
- A strong understanding of the needs and issues facing young people in and from government care in BC, and the concepts and strategies of meaningful youth engagement;
- A strong understanding of personal/professional boundaries;
- Ability to develop effective relationships with others;
- Ability to work through disagreements and disputes and maintain working relationships with those involved;
- Grasps complexities of community & group dynamics and effectively builds on the existing strengths and knowledge;
- Ability and skill to plan and implement events and projects;
- Ability to support & coach others in their growth & development;
- Strong ability to adjust to and manage multiple demands, shifting priorities, ambiguity, and rapid change;
- Excellent written and oral communication skills and interpersonal skills;
- Strong computer skills; trouble shooting experience/IT and Social Media knowledge;
- A Criminal Records Review is required as part of any offer of employment;
- A valid BC Driver's License and the ability to travel within and outside of B.C.;
- Emergency First Aid Certificate;
- Understanding of, and commitment to, the values and mission of FBCYICN.

Working Conditions:

General office environment; sitting for long periods and use of computer. Some evening and weekend work is required to meet the needs of the membership. Travel throughout BC and possibly Canada is required. The team member will be expected to follow FBCYICN policy & procedures, Code of Conduct, and the Team Charter.

Team Competencies:

- People and interpersonal skills
- Excellent team player
- Committed to learn
- Adaptability
- Takes ownership
- Good boundaries
- Proactive and Helpful
- Motivates people
- Listens
- Compassionate and empathetic

Position Competencies:

- Community - Youth Developer
- Relationship & Team Builder
- Problem Solving & Conflict Management
- Creativity, Innovation, and Initiative
- Planning, Drives for Results, & Works Efficiently
- Public Speaking & Facilitation

Approved by: Jocelyn Helland, Executive Director
Date Approved: August 2, 2011
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