



The Corporation of the City of Nelson
is accepting applications for the position of

Manager, Nelson & District Youth Centre

Competition # 38EX17

A small city with a big personality! Nelson is situated on the West Arm of the Kootenay Lake in the heart of the Selkirk Mountains and is home to an eclectic mix of long-time residents and those that are here for the lifestyle. This vibrant town boasts many well preserved heritage buildings, amazing restaurants, bustling coffee shops, retail and sidewalk cafes. Nelson is also famous for its year round playground for the outdoor enthusiast, such as skiing, hiking, biking, cycling, kayaking, boating and golfing just to name a few.

The City of Nelson is currently seeking to fill the position of **Manager, Nelson & District Youth Centre**. This position reports to the Deputy Corporate Officer and will play a key leadership role in the overall operation of the Youth Centre.

The Manager will be responsible for developing initiatives and partnerships that will enhance relations and encourage young people to participate in positive activities, enabling them to build strong links with their local community. This position provides supervision, direction and support to staff at the Youth Center, Youth Employment Centre and the City of Nelson Campground.

You will bring with you experience and demonstrated understanding of all aspects of Youth related programming and special events, 5 years' experience in a supervisory capacity and a post-secondary education in a related field. Grant writing experience and campground management experience is beneficial and preference will be given to candidates with experience working with ICM (integrated case management system)

In return, the City of Nelson offers a competitive salary, comprehensive benefits package and a team oriented environment. Interested applicants should send a detailed resume and cover letter by August 28, 2017 at 9:00 am to:

Human Resources,
City of Nelson,
#101 – 310 Ward Street, Nelson, BC, V1L 5S4;
email: hr@nelson.ca

We thank all applicants in advance for their interest, however; only those under consideration will be contacted. The City of Nelson is committed to employment equity. We encourage all qualified applicants to apply.



CITY OF NELSON

The Corporation of the City of Nelson

Job Description

Title: Manager, Nelson & District Youth Centre
Reports to: Deputy Corporate Officer
Department: Corporate Services
Date Developed/Revised: August 2017

SUMMARY

Reporting to the Deputy Corporate Officer, the Manager, Nelson & District Youth Centre is responsible for the overall operation of the Youth Centre and Youth Employment Centre and City of Nelson Campground, including implementing policy directives, developing, planning, coordinating and administering all aspects of Youth Centre programs and ensuring the effective delivery of the Employment Program of British Columbia services to youth.

The Manager develops initiatives and partnerships that will enhance relations, encourage young people to participate in positive activities and to enable young people to build strong links with their local community.

IMMEDIATE SUBORDINATES

Youth Centre Staff
Employment Centre Staff
Campground Staff

PRIMARY RESPONSIBILITIES

1. Provides supervision, direction and support to staff at the Youth Centre, Youth Employment Centre and City of Nelson Campground.
2. Ensures regular programming and special events for the Youth Centre are planned and administered effectively.
3. Responsible for the creation of procedures for the day to day operations and activities of the Youth Centre.
4. Responsible for ensuring the effective operation of the Youth Employment centre based on established policies and procedures.
5. Responsible for oversight and operation of the Nelson Campground.

6. Ensures campground is operational for opening each spring and that regular fall clean-up is done to secure the site for winter.
7. Evaluates the programs and activities taking place at the Youth Centre and makes recommendations for improvements.
8. Responsible researching and writing grants, reports, project management and administration for Youth Centre programs.
9. Prepares and submits payroll information to Finance.
10. Develops and maintains a varied and viable programme of sports, arts and recreational activity for young people that promote the development of mind, body and spirit.
11. In consultation with the Deputy Corporate Officer prepares the annual budget for the Youth Centre.
12. Manages the budget for the Youth centre including petty cash, cash accounts, deposits and cheque requisitions.
13. Manages the day-to-day operations of the Youth Centre, ensuring that policies and procedures are appropriate and are adhered to and to ensure that all equipment is properly maintained, oversees the smooth running of the facility.
14. Recruits staff and provides appropriate training, enabling them to carry out their duties.
15. Ensures regular health and safety audits are carried out and that any areas of non-compliance are quickly rectified.
16. Identifies new funding streams, management and tracking of existing funding and budgets.
17. Responsible for overall building maintenance, rentals, security and cleaning.
18. Other related duties as assigned.

QUALIFICATIONS & EXPERIENCE

- Grade 12 Graduation, supplemented by Post-Secondary education in a related field, 2 years' experience developing youth related programming and special events.
- Experience and demonstrated understanding of all aspects of Youth related programming and special events.
- Five (5) years previous experience in a supervisory capacity.
- Experience working with ICM (integrated Management System)
- Exemplary Computer literacy with experience in Word, Excel and Publisher.
- Experience working in a campground.
- Experience writing grant applications.
- Valid Class 5 BC Driver's Licence.

SKILLS

1. Exemplary interpersonal, written and verbal communication skills.
2. Ability to write reports and policies.
3. Ability to deal effectively with elected officials, staff, youth and the general public with tact, courtesy and diplomacy.
4. Ability to work effectively and independently and as a team member, to achieve results and resolve problems.
5. Demonstrated administrative, organization and problem-solving skills.
6. Demonstrated leadership skills.

Deputy Corporate Officer

Date

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