



Coordinator, Impact Program

POSITION OVERVIEW

Under the supervision of the Director, Community Initiatives the candidate will be responsible for the supervision, development and administration of the Impact Program. The Impact Program is an alternative justice program that responds to the needs of youth offenders, their families and victims through a reparative justice approach as mandated under the Youth Criminal Justice Act.

DUTIES

Manages the annual budget for the Impact Program, overseeing revenues, expenses, budget planning and financial objectives.

Assumes responsibility for the administrative management of youth offender files, statistical reports and annual activity reports.

Supervises staff, including recruitment and selection, performance management and recognition and providing clinical supervision (youth offender files, victim contacts and penal mediation).

Assumes the responsibility of supporting existing community Programs, such as Community Mediation and school workshops.

Participates in working committees with organisational partners and institutions such as R.O.J.A.Q (Regroupement des organismes de justice alternative du Québec), Batshaw, Centre jeunesse de Montréal, the police and the judicial courts.

Participates in special projects or committees in consultation with the Director, Community Initiatives.

Fosters and maintains good relations with other YMCA departments/ programs that support youth and community development.

Understands and integrates the value of philanthropy in both specific position and Association, and participate in the Annual Campaign and/ or other fundraising events.

Location:

West Island YMCA

Status: Full-time

Salary: 34 371 - 38 622

Work Schedule :

35 hours / week

Variable and flexible schedule

Start Date:

As soon as possible

Application Deadline:

10-04-2017

Why the YMCA

As part of a team of 1,600 employees and 1,600 volunteers, we embody shared values and work together for the mission and cause of the YMCA. We are a part of the national and international YMCA movement, which seeks to strengthen the foundations of community.

We are dedicated to the harmonious development of mind, body and spirit not only for our members of the community, but for our team. We work in a flexible and friendly environment in which all team members are encouraged to bring forth new ideas and creative initiatives.

REQUIREMENTS

University degree or CEGEP diploma in Criminology, Social Work, Youth and Adult Correctional Intervention, Applied Human Relations etc.

Minimum two years experience in program coordination and employee supervision.

Experience in working with the law and youth offenders and/or experience in youth interventions.

Experience in animating groups (youth and / or adults and volunteers).

Mobile and able to work flexible hours (territories covered are the West Island, Lachine and NDG).

Proficiency in MS Office (Excel, Outlook, Word).

Bilingualism (written and spoken).

COMPETENCIES

Child and youth focused: Commits to assisting growth and development among children and youth.

Leadership: Guides, motivates and inspires self and other to take action to achieve desired outcomes.

Self-Management: Works independently with minimal supervision.

Communication: Communicates clearly, in detail, in a timely manner, to promote information sharing and attainment of objectives.

Creativity and Innovation: Develops new ways or adapts existing ideas to help achieve desired results.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Conflict Resolution: Facilitates appropriate and timely solutions to conflict.

Teamwork: Actively builds teams and encourages open relationship for maximum organisational effectiveness.



About The YMCAs of Québec

The YMCAs of Québec is a charitable organization that helps improve the well-being of children, youth, adults, and seniors. Its ten YMCA centres, International Language School, Ski School, Residence, YMCA Camp Kanawana, and its 35 points of service across the province are visited each year by more than 120,000 people.

For more information, visit ymcaquebec.org or facebook.com/ymcaquebec.

WHAT OUR EMPLOYEES SAY:

"The Y allows me to give back to others; it helps me feel useful in doing so."

— Arsha

"A place that makes me believe things can be different."

— Danièle

If you are interested in being a part of a dynamic team and developing your skills while embarking on the adventure of working for an organization dedicated to strengthening the foundations of community, we would love to hear from you!

Please send your CV and cover letter with the following reference, [Coordinator, Impact Program](#) to:

Dina Souleiman, Director Community Initiatives
Dina.souleiman@ymcaquebec.org

Building healthy
communities