



Youth Drop-In Coordinator Job Posting

Nelson and District Women's Centre

Contract: February 2025, to January 2026

Updated January 21, 2025

The Youth Drop-In Program provides a safe and welcoming space for youth aged 11-14 to connect, access resources, and engage in meaningful activities. The program runs weekly during the school year, focusing on topics such as identity, mental health, bullying, body image, consent, and inclusivity. Through this initiative, we aim to empower youth to overcome challenges and reach their full potential.

The Youth Drop-In Coordinator reports to the Programs Manager and is responsible for facilitating weekly drop-in sessions held at the Nelson & District Women's Centre. The role involves creating a supportive environment, building connections with youth, and organizing engaging activities that align with program goals.

Three stages to the Youth Drop-in project:

- Program Development: **35 hours** (two weeks)
- Facilitation: **156 hours Total** (39 weeks)
- Program Reporting: **5 hours** (one week)

During the facilitation stage the role will be **4 hours per week for 39 weeks** every scheduled **Thursday from 2:45pm - 6:45pm**.

Duties and Responsibilities:

A. YOUTH DROP-IN COORDINATION

- Prepare the space to ensure it is safe, welcoming, and inclusive.
- Develop a program plan with the Programs Manager (2 weeks)
- Facilitate weekly drop-in sessions (3 hours/week for 39 weeks).
- Build trusting relationships with youth participants.
- Plan and deliver activities that promote well-being and community building.

B. SUPPORTIVE SERVICES

- Provide informal support and referrals to local services.
- Help youth navigate challenges related to identity, mental health, and social issues.
- Foster a space that encourages open dialogue and self-expression.

C. OPERATIONS/ADMINISTRATION

- Maintain records of attendance and gather participant feedback.
- Oversee relevant in-kind donations and supplies for the program.
- Participate in team meetings to ensure the program's success.
- Contribute to ongoing program evaluations and improvements.
- Report to the Programs Manager.

Preferred experience:

- Experience working with youth, especially in community or social service settings.
- Training in trauma-informed, anti-oppressive, and intersectional practices.
- Strong communication and relationship-building skills.
- Ability to work independently and as part of a team.
- Knowledge of local resources for youth is an asset.

Role Requirements:

- Satisfactory Criminal Record Check, including vulnerable sector clearance.
- Access to reliable transportation
- Commitment for the entirety of the program
- Alignment with WKWA values

Hours: 4 hours/week for 39 week + 40 hours Program development and reporting

Compensation: \$21/hour

Application Deadline: February 4, 2025

Please email a cover letter and resume (including three recent employment references) to:

Malia Joy (they/them)
Executive Director
malia@nelsonwomenscentre.com
(Use "Youth Drop-In Coordinator" in the subject line)