



JOB OPPORTUNITY

Community Outreach Coordinator

The YMCA of Fredericton responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, as well as to each other and enhances their quality of life. The YMCA of Fredericton offers a diverse set of programs in locations across the city.

Position Overview

Responsible for overall design, implementation, and delivery of YMCA Healthy Living and Outreach Program, the Coordinator serves an integral role in ensuring inclusive, quality, meaningful fitness and rehabilitation programs enhancing individual achievement. A relationship builder on an individual and community scale the Coordinator's work encompasses (but is not limited to) intervention programs, advocacy, recreation, and awareness.

Duties

Responsible for key operating area of Community Initiatives and Outreach.

Responsible for the design and end-to-end leadership for program delivery on an outreach basis in keeping with funding, quality, and safety requirements with a focus on supporting vulnerable individuals and families in the community.

Promote, participate, and raise awareness of YMCA philanthropic, member/community engagement, and education events and activities in the community. Responsible for doing public presentations, information booths and any other communications pertaining to outreach or community partnership programs.

Foster positive community connections to enhance delivery of relevant, meaningful programs. Responsible for liaising with community partners and sitting on committees (i.e. Advisory Committee).

Manage program budget in keeping with fiscal objectives and sound financial practices. Conduct monthly budget analysis and projections.

Lead Volunteer Recruitment and Retention for the YMCA of Fredericton.

Location:

570 York St.
Fredericton NB

Status: Full-time (37.5 hours/week)

Salary: \$13.75 - \$15.00 hourly

Closing Date: Oct 22, 2021

As part of a team 150 employees and over 200 volunteers, we embody shared values and work together for the mission, vision and values 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.

Skills/ Knowledge Requirements

- Proven track record of success in community oriented programs
- Strong interpersonal skills with ability to establish rapport
- Strong verbal, written communication and presentation skills
- Strong attention to detail and commitment to process improvement
- Demonstrated ability to foster positive, collaborative relationships with community partners
- Competency in Microsoft Office Suite
- Flexibility to work evening and weekend hours when required

Qualifications

- Degree/Diploma in Related Field (i.e. Social Work, Human Services, Recreation, etc.)
- 1-3 Years in Community Outreach, Development, Program Management or equivalent or combination of education and experience
- Must have current and valid criminal record check (performed within a minimum of 2 months prior to the starting date of the contract)

Competencies required

Commitment to Organization Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values.

Participant focused: Commits to assisting each participant (child or adult) in the development of new skills in a fun and safe manner.

Self-Management: Works independently with minimal supervision.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the YMCA.

Professionalism: Demonstrates by example the values and mission of the YMCA of Fredericton.

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

Service Oriented: Deliberately identifies and creates opportunities to enhance each individual's YMCA experience.

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 resume and cover to:

Amber Corby – amber.corby@ymcafredericton.org