



Youth Drop-In Coordinator Job Description

Nelson and District Women's Centre

Contract: March 2025, to March 2026

Updated May 8, 2025

The Youth Drop-In Program is an afterschool program that provides a safe and welcoming Drop-in 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.

CONTRACT: 4-5 hours per week

Duties and Responsibilities:

YOUTH DROP-IN COORDINATION

- Prepare the space to ensure it is safe, welcoming, and inclusive.
- Develop a program plan with the Programs Manager
- Collaborate with Programs manager to involve workshop facilitators (a couple staff meetings throughout the year)
- Assist with Participant recruitment
- Ensure participant waivers are collected before participation
- check-in's with guardians if concerns arise
- Facilitate weekly drop-in sessions (3 hours/week)
- Build trusting relationships with youth participants and guardians.
- Plan and deliver activities that promote well-being and community building.

SUPPORTIVE SERVICES

- Provide support and service referrals when needed
- Help youth navigate challenges related to identity, mental health, and social issues.
- Foster a space that encourages open dialogue and self-expression.
- Uphold the code of conduct
- Uphold confidentiality

OPERATIONS/ADMINISTRATION

- Maintain records of attendance and gather participant feedback

- Write a brief summary of each day detailing success and challenges
- Record 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

Role Requirements:

- A minimum High School Diploma or equivalent
- Satisfactory Criminal Record Check, including vulnerable sector clearance
- Access to reliable transportation
- Commitment for the entirety of the program
- Alignment with WKWA values
- Identify as a Women or Gender Diverse individual (trans women, non-binary, two-spirit)
- be available to work every scheduled **Wednesday from 2 - 7pm.**

Preference will be given to those with:

- Previous experience with youth
- experience/education in social work or counselling
- lived experience of marginalization
- Experience in multitasking
- person centred approach to client care

Rate of Pay : \$25.95 per hour

Start Date : As soon as possible

Application Deadline : Ongoing until positions filled

Please e-mail a cover letter and current resume with e-mail addresses of three references to:

Programs Manager: Anna Jauncey

Email: anna@nelsonwomenscentre.com

(Please indicate position in the subject line)

Note* all external applicants will only be contacted if short-listed for an interview.