



Youth Drop-In Coordinator Job Description

West Kootenay Women's Association

Nelson and District Women's Centre

Contract: August 15 to March 31, 2027 (renewable annually as funding allows)

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.

The program is 3 hours per week on Wednesdays between 2:30pm - 5:30pm.

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 (2 hours/week).
- 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.
- Record all approved expenses and document all receipts
- Participate in team meetings to ensure the program's success.
- Contribute to ongoing program evaluations and improvements.
- Report to the Programs Manager.

ROLE REQUIREMENTS:

- Clear Criminal Record Check for working with vulnerable children and adults.
- Access to reliable transportation
- Commitment for the entirety of the program
- Alignment with WKWA mission, vision, & values

PREFERRED EDUCATION & SKILLS

- 2+ years experience in youth program development & delivery
- Education and/or equivalent training and experience in the community Services
- Training and experience in supportive counselling, victim services and crisis intervention is an asset
- Ability to work both independently and collaboratively in a team setting

- High level oral and written communication skills
- A strengths-based, non-judgement and client-centered approach
- Understanding of the impact of biases respecting race, class, sex, gender, sexual orientation, dis/abilities is essential
- Demonstrated cultural awareness and responsiveness in working across diverse populations
- Demonstrated understanding and commitment to feminist, intersectional, trauma-informed, and anti-oppressive frameworks
- High ethical standards and professionalism, with demonstrated ability to adhere to strict confidentiality practices
- Working knowledge of community services and resources in the area is an asset
- Physical ability to lift up to 50lbs

COMPENSATION: \$25.95/hour

HOURS: 3 hours/week

CONTRACT: August 15, 2026 – March 31, 2027 (renewable annually as funding allows)