



Apply now – Great opportunity!

Role:	Prince George Family Y Program Coordinator
Wage:	\$46,000 - 52,000/annually
Benefits:	Starting 4 weeks annual vacation, YMCA Membership, Paid sick days, Full Benefits Package, Annual YMCA Pension Contribution of 5%, Discount on child care (Excluding infant and toddler care), Paid opportunities for Professional Development
Hours:	Permanent full-time, 35 hrs/week, occasional evenings and weekends
Location:	Prince George Family YMCA
About the Program:	The Prince George Family Y is a multi-services facility, offering Fitness Services, Health Management Programs, Group Fitness classes, and Child and Youth Programs. We believe in putting people first, with 5-Star YMCA Services, and creating environments that are caring, welcoming and fun.

Responsibilities of this role:

- Planning, staffing, and coordination of programs including Grade 6 Membership Initiative, Adult Recreation Leagues, and all Child, Youth and Family Programs
- Development and Implementation of Child, Youth and Family Programs
- Support the hiring and onboarding of Prince George Family Y staff, helping with interviews, reference checks, file administration and on-boarding paperwork
- Work with community groups, such as Special Olympics, for group bookings, programs, and invoicing
- Ensure all areas of the building have the necessary supplies and equipment for their programs
- Work with the Prince George Family Y Leadership team to create and deliver programs which meet the needs of current members and would attract new members, and set program goals

Qualifications:

- A combination of relevant experience/education, in administration, recreation, staff supervision and/or programming.
- 2+ years post-secondary education in a relevant field preferred.
- Previous experience in a supervisory position and in achievement of administrative tasks.
- **Excellent written and verbal communication, and strong interpersonal skills.**
- **Proven self-starter, problem solving skills, organized and takes initiative.**
- Satisfactory criminal record check and clear vulnerable sector search and 3 satisfactory professional references.

To apply: Send a short cover letter and resume to:

Shannon Johnson
Centre Manager- Prince George Family Y
shannon.johnson@bc.ymca.ca

The YMCA thanks all those interested in this position. Only those selected for an interview will be contacted.