



Internal/External Posting

Manager, Youth Programs

Contract Full Time Position: 35 hours per week

Contract Period: July 2022 to August 2023

Location: Lakeshore & RAY

Salary Range: \$63,570 - \$77,165 per year

LAMP Community Health Centre is a multi-service, community based charitable organization that provides a wide range of programs and services to improve a person's overall health. LAMP uses a co-ordinated approach to connect people to medical services and other programs that build personal resources. By providing services that improve physical, emotional, social and economic well-being, people can better manage their health and environment.

Job Summary

- Under the general supervision of the Director, Community Programs, and working within program objectives and organizational goals, the Manager, Youth Programs develops implements and evaluates a range of programs aimed at improving the health of South and Central Etobicoke children ages 10 to 24. This position directly/indirectly supervises 2-4 supervisors/team leads, two Youth Leaders, approximately 10 contract employees, and relief employees.
- Responsibilities include developing, implementing, and evaluating these initiatives, establishing, leading and maintaining intra and inter-departmental teams, and managing budgets, work plans and timelines. Work will involve multiple initiatives and projects at any given time and will change as the initiatives and projects evolve.
- The incumbent will ensure that all organizational policies are followed.

Primary Responsibilities

- Leads and supports the development, implementation, and evaluation of youth program initiatives/activities which address identified health needs of children and youth.
- Conducts and coordinates program evaluation with youth program participants (i.e. focus groups and program surveys) and writes funder reports.
- Leads program strategic planning, implementation of best practises, and program modifications or the development of new activities/programs based on participant program evaluations, and identified trends or gaps in needed services. In addition, develops youth program policies and procedures in coordination with LAMP policies (i.e. Youth Program Policy manual).
- Coordinate youth program teams and provide ongoing supervision, support, and mentorship to youth programs staff and contract workers, as well as, promote a learning environment for staff and peer workers facilitating departmental training and staff development as needed.
- Support employees in providing services during community crises (i.e. community violence, sudden death, and pandemic) and provide emergency front-line back up and management as required.
- Facilitate quarterly "All Youth Program Meetings" to: promote the exchange of information and resources (i.e. Grant opportunities); provide mutual support (discuss shared staffing resources); provide program updates to broaden awareness of available programming and potential new programming ideas; share lessons learned; build a positive support network available to support staff in program crises; identify learning needs of staff and

provide training; create youth program policies and procedures; discuss and identify community trends; and to share best practises in working with youth and communities.

- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
- Establish, lead, and maintain internal and external partnerships (i.e. partner agencies, funders, and community members).
- Problem solve and facilitate conflict resolution within programs, between programs and the external community, as well as, regarding significant community issues that affect the general health of participants.
- Conduct risk assessments in consultation with employees, LAMP management, and community partners during occasional community crises that might impact the safety of employees and participants, in addition to, take decisive action to maintain employee and participant safety.
- Facilitates the development, and working collaboratively, to prepare grant proposals for funding from external resources up to \$100,000 per year to maintain youth program budgets.
- Manage program budgets (i.e. financial plan for \$500,000 in total) and efficient use of resources.
- Advocate for youth efforts that focus on improving the health and well-being of youth, removing barriers, and engaging in advocacy with other GTA groups.
- Initiate, engage, support and/or lead community development/social action projects that build the capacities of youth in the community to take action on health concerns or social justice issues.
- Support/maintain/obtain program spaces and develop facility/space partnerships
- Creates and monitors program work plans and budgets, in consultation with stakeholders (i.e. participants, funders, and staff) and is accountable for the application of LAMP and funder expectations in youth program.
- Supports community development/social action projects that build the capacities of youth in the community to take action on health concerns or social justice issues.
- Establish links and partnerships with community resources, supporting and encouraging them to
- Create, update, maintain, and revise Youth Program registration forms, statistics templates, specific financial forms for grant expenditure tracking (i.e. honourium forms) and other administrative forms/templates as required annually.
- Collect all youth program statistics over the year and ensure statistics are entered into the mandatory database monthly.
- Performs other duties as assigned consistent with job classification.

Required Qualifications

- Degree in Health or Social Science discipline or significant equivalent experience.
- Three (3) years' Leadership and Supervisory Experience.
- Three (3) years' experience in Planning, Implementing, and Evaluating community-based programs for diverse youth
- Three (3) years' experience in Grant Writing, Budgeting, Financial, and Resource Management
- Excellent Conflict Resolution, Risk Management, Crisis Intervention, Facilitation, Grant/Report Writing, Presentation, and Data Analysis Skills.
- Knowledge of determinants of Health, Anti-Oppression, Health Promotion, and Harm Reduction Frameworks.
- Progressive experience in community development and community-based program management, especially in child and youth services.

Proficiency in the Following Computer Skills

- Word, Excel, Power Point, Outlook & Adobe
- Demonstrates ability to use and create new spreadsheets, statistics templates, and reports, and engage in internet research to find supporting evidence (i.e. best practises) for grant applications.
- On-Line Grant Applications, Reports, and Funder Databases
- Social Media and Basic Web-Page Updates
- Solid working knowledge and ability to navigate a PC windows environment, including shared drives.
- Ability to learn new software quickly and willingness to continuously develop technology skills.

Working Conditions

- This position requires occasional evening and weekend commitments, and monthly traveling to an off-site location.
- The Manager, Youth Programs must work well under pressure during community crises, potential threats to employees and participants, dealing with anti-youth sentiments or negative attitudes towards youth populations from the general community, and administrative pressures including simultaneous grant applications and reports.
- The Manager, Youth Programs is required to store or carry up to \$400 cash at their work premises or on their person. Employees in this classification may occasionally need to relate to members of the public who exhibit challenging, a typical or hostile behaviors and/or communication.
- Ability to effectively understand the appreciation of guiding fundamentals at LAMP, i.e. Health Promotion, Anti-Oppression; Harm Reduction and the principles of community-based practice. **“Walk the talk.”**
- There is an expectation for all employees to participate in two events per year for the agency; these events may be during the evening or on a weekend.

Physical Requirements

- Extensive keyboarding and stationary office work is required in this position.
- On occasion the Manager, Youth Programs will be required to monitor participant physical activities in a gym for 2 to 3 hours, or special event activities for up to 8 hours, transport groceries/supplies up to 25 lbs, and move furniture (i.e. chairs, tables) up to 30 lbs.
- Frequent data entry, receiving/returning phone calls, sending/receiving information, etc.
- Demonstrates good and safe work habits and have a clean working environment.
- Ensures full compliance with LAMP's Health & Safety regulations and LAMP's policies and procedures.
- Ensures that staff and clients are compliant with LAMP's Health & Safety regulations and LAMP's policies and procedures, including the immediate reporting of any breaches of Health & Safety or Environmental incidents, accidents or concerns to their respective Director/Manager/Supervisor and/or the Director, Human Resources.

As part of our mandate for inclusivity, reasonable accommodations can be made for all incumbents to perform the described physical functions of the aforementioned job.

LAMP Community Health Centre is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.

Please send your resume with a cover letter to **Human Resources:**

Email Address	recruiting@lampchc.org
Subject	Job Opening for Manager, Youth Programs
Internal Deadline	5:00 pm on Friday, June 24, 2022
External Deadline	5:00 pm on Friday, July 01, 2022

***We thank all applicants for their interest.
However, only those selected for interviews will be contacted.
No phone calls please.***