



Employment Opportunity

T.A.N.G. (Towards A New Generation) Youth Program Coordinator

Hours of Work: 35 hours per week

School Year (September to June):

- Tuesday to Friday: 10:45 a.m. - 6:15 p.m.
- Saturday: 9:45 a.m. - 5:15 p.m.

School Breaks (Spring/Fall/Winter Break):

- Weekdays: 9:00 a.m. - 4:00 p.m.

Summer (July and August):

- Monday to Friday: 8:30 a.m. - 4:00 p.m.

Salary Range: \$60,060 to \$63,700 annually

Location: ASSIST Southwest office, The Meadows Recreation Centre, Booster Juice Recreation Centre, and additional program sites as needed

Closing Date: March 31, 2026

About ASSIST

ASSIST Community Services Centre is a non-profit organization supporting newcomers and immigrant families in Edmonton since 1977. The T.A.N.G. program aims to strengthen protective factors in children and youth by providing constructive spaces to be during after school hours, weekends, and school breaks.

About the Position

The Youth Program Coordinator designs and delivers programming to support the social, emotional, and physical growth of multicultural youth between the ages 11 to 17. This role involves overseeing program activities, engaging with participants, and ensuring a safe and inclusive environment. Your passion, enthusiasm, and commitment will create meaningful, lasting impact on youth. This position reports to the Youth Program Supervisor.

Key Responsibilities:

Planning & Implementation

- Plan, coordinate, supervise, and deliver activities for five core programs from September to June: *Saturday Life Skills and Leadership Program, Leadership & Volleyball Program, Homework Club, Friday Boardgames Night, and School Break Camps.*
- Plan and deliver activities for 8 weeks of Summer Camps in July and August.
- Prepare lesson plans, create workshops, and develop materials that enhance SEL (Social-emotional Learning) knowledge, leadership development, and life skills.



ASSIST Community Services Centre

- Lead engaging youth-centred workshops, group discussions, sports, teambuilding activities, games, arts and crafts, volunteering activities, field trips, and special events.
- Coach and supervise recreational volleyball for large group sizes.
- Provide academic support for students in grades 5-11.
- Purchase, prepare, and maintain program materials and supplies.
- Adapt program content to meet diverse backgrounds, language abilities, and learning styles.
- Build positive, supportive, and trusting relationships with youth.
- Maintain inclusive, welcoming and engaging program environments.
- Ensure all programs follow ASSIST and FCSS guidelines, policies, and procedures.
- Evaluate program activities and adjust programming to meet participant outcomes.
- Work off site on Tuesdays, Wednesdays, and Fridays with additional off-site work as required.
- Perform additional related tasks as needed to support program success.

Training & Supervision

- Supervise a small team of program staff and volunteers, providing direct mentorship and performance evaluations.
- Provide positive leadership, training, and support to staff and volunteers.
- Conduct interviews and provide orientation for volunteers.

Communication & Marketing

- Design and update promotional materials.
- Promote programs through outreach.
- Communicate with parents/caregivers about upcoming programs via email and phone.
- Respond to general inquiries from community members, families, and the public.

Administration & Data Collection

- Maintain accurate program records, including client registration, attendance, volunteer hours, and evaluation survey results.
- Manage program budgets, track expenses, and ensure effective resource allocation.
- Track and record registration fees and maintain financial documentation.
- Administer participant evaluation surveys and analyze results to support outcomes attainment.

Qualifications

Head Office (Downtown)

9649-105A Ave., Edmonton, AB, Canada, T5H 0M3
Phone: (780)429-3111 Fax: (780)424-7837

Southwest Office

Unit 2, 810 Saddleback Rd. Edmonton,
AB, Canada, T6J 4W4 (780)429-3119

LINC Office

820 Saddleback Rd., Edmonton,
AB, Canada, T6J 4W4 (780)429-3112



Education & Experience

- Bachelor's degree or college diploma in education, child and youth development, recreation, kinesiology or a related field; OR an equivalent combination of training, education, and practical experience.
- Two or more years of experience leading or facilitating youth programs.
- Experience working with junior high school and high school ages.
- Experience working directly with immigrant, refugee, and culturally diverse youth.

Skills & Competencies

- Solid knowledge of child and youth development and strength-based practices.
- Clear understanding of the CASEL (the Collaborative for Academic, Social, and Emotional Learning) Framework.
- Be a positive role model with strong leadership skills.
- Build rapport with youth by initiating conversations and showing genuine interest.
- Be caring, friendly, outgoing, and enthusiastic when interacting with youth.
- Be approachable, flexible, and empathetic.
- Excellent communication skills and strong interpersonal skills.
- Take initiative and possess strong critical thinking and problem-solving skills.
- Strong organizational, time management, and behavioural management skills.
- Proficiency in digital tools, including Microsoft 365, program databases, and Canva.
- Ability to work independently as well as part of a team.
- Passion for youth development and helping youth experience personal growth.
- Volleyball coaching/supervision experience and game play knowledge are required.
- Enjoy playing boardgames and card games.

Mandatory Screening

- Clear Police Information Check (PIC) with Vulnerable Sector Check
- Clear Child and Youth Intervention Record Check (CYIR)

Other Requirements

- Standard first aid with CPR level C (or willing to obtain at own cost)
- Valid Alberta Class 5 driver's license and reliable vehicle

Please submit a resume and cover letter to flora.chan@assistcsc.org when applying. We thank all applicants for their interest; however, only candidates invited for an interview will be contacted.