



JOB DESCRIPTION

POSITION:	PSN LGBTQ+ Youth Drop-in Coordinator
ISSUING AUTHORITY:	CEO
RESPONSIBLE TO:	Manager of Community & Youth Development
DATE REVIEWED:	May 2018
HOURS:	1 FTE

The LGBTQ+ Youth Drop-in Coordinator is responsible for managing LGBTQ+ youth (ages 12-25) drop-in programs across the Halton region (Burlington, Oakville, Milton, Georgetown, Acton).

SPECIFIC POSITION RESPONSIBILITIES

- Coordinate and facilitate weekly LGBTQ+ youth drop-ins (including QTBIPOC programming) across the Halton region
- Attend and facilitate evening drop-in programming on Tuesdays, Wednesdays, and Thursdays, between the hours of 2pm to 9pm, with some flexibility
- Maintain youth-adult partnerships in the creation and development of all youth programming
- Coordinate with GSA's (gender and sexuality alliances) within Halton high schools
- Coordinate with the Halton District School Board Equity Advisory Council on the annual GSA Conference
- Coordinate with youth drop-in participants to ensure collective wellness, safer space guidelines, and anti-oppressive practices for all PSN events
- Facilitate occasional programming, such as educational workshops within drop-ins
- Coordinate with volunteers and community partners to encourage involvement from other youth-relevant initiatives
- Coordinate with the LGBTQ+ Youth Action Committee during Halton Pride
- Represent the Positive Space Network on community youth committees and coalitions as necessary
- Work with PSN's other programs and facilitators to encourage a wide cross-section of youth resources and programming
- Attend PSN team meetings
- Abide by the specific requirements of Section 28 of the Occupational Health and Safety Act as well as any further health and safety responsibilities as outlined in the Agency's Policy and Procedure document
- Other duties as may be reasonably assigned

SKILLS/QUALIFICATIONS

- University degree or equivalent experience in related management/administration work
- Experience in organizational development and resource management
- Extensive knowledge of LGBTQ+ communities and relationship building skills
- Extensive knowledge of QTBIPOC community
- Strong base of experience in community development
- Strong youth programming facilitation skills
- Strong verbal and written communication skills
- Must obtain and maintain a valid CPR, First Aid Certificate
- Ability to lead and work as part of a team environment to ensure the Positive Space Network of Halton operates in a democratic and mutually supportive manner
- Reliable transportation
- Current (within 3 months), clear criminal reference check with vulnerable sector search

The Positive Space Network is committed to representing the diverse communities in which we serve. We therefore welcome and prioritize the unique contributions of historically underrepresented peoples, such as people with disabilities, Black, Indigenous, and people of colour, trans peoples, and folks with lived experience of these intersections. In your cover letter, please outline your views on some of the most pressing issues facing LGBTQ+ youth and community today.

To apply, please send your resume to Kelly Giuliani at kellyg@rockonline.ca. Deadline for applications is Sunday August 11th at 11:59pm.