

Abundance Project: Youth Program Coordinator

Job Description

Background

The Abundance Project has for the past 8 years successfully offered a variety of programs for members of the Warkworth and Trent Hills communities centred around food skills and healthy eating.

The Abundance Project is a community outreach program of St. Paul's United Church and is open to all community members regardless of age, sexual orientation, income, race or religious affiliation. The majority of activities occur in the St. Paul's kitchen and meeting facilities.

Current Programs

There are four on-going programs; monthly Community Kitchen, monthly Community Lunch (both of which attract mainly seniors or income challenged individuals), and two youth programs targeting public school students at Percy Centennial; the Grade 8 cooking classes which happen during the school day, and ChopTalk, an after school program teaching life skills and kitchen skills.

Future Programs

We have identified a need in the community for youth oriented programming to support parents, guardians and their children on Professional Development days and during March break.

The Abundance Project was successful in obtaining an Innovation Grant from the United Church of Canada to enable us to expand Abundance Project offerings to address this need.

The Position

We are seeking a dynamic, creative minded and organized individual for this ten month contract position starting in September 2019.

First and foremost, this individual must have:

- experience working with youth (ages 6 to 14)
- a creative flair for developing programs that will engage youth and
- excellent organizational skills to plan and oversee program delivery.

Program delivery will include:

- Developing 5 single day programs for Oct. 25, Nov. 22, Jan. 31, April 24, and June 26 (PA days).
- Developing a minimum of three day to a full five day program for March break (March 16 to 20) - see **Note #1** next page.
- Managing registrations (through the Abundance website and FB page).
- Ensuring all appropriate release forms and related documents are signed.

In addition, the successful candidate must have excellent written and verbal communication skills, in order to:

- promote the individual PD and March Break programs within the Warkworth/Trent Hills community to students and parents
- liaise with parents/volunteers/participants about program specifics
- work with the Abundance Project coordinator to effectively communicate all program activities to the St. Paul's Board and congregation and with the United Church Innovation Grant staff in Toronto
- promote/inform the local community about the outcomes of these programs (through community FB posts etc.) to build long term buy in and support for this endeavour.

The successful candidate will be expected to work with the Abundance Project coordinator to:

- recruit the animators for these programs. The hope is that many of the animators will be providing their services on a volunteer basis. Establishing partnerships with other private/public sector organizations, will support this goal. See **Note #2** below.
- ensure that church facilities are respected and left in a clean and organized manner following each program day
- manage the purchase of any supplies needed for program delivery and provide receipts for expense tracking
- develop/implement a plan to make this position financially sustainable by seeking grant opportunities and/or fund raising activities.

A valid Vulnerable Sector Record check is required.

The Youth Programming Coordinator contract will cover the period from September 1 2019 to June 30 2020. The contract is for 200 hours of work at \$20/hr. There is also an additional \$1,000 available to this program for supplies and/or animator fees.

Please contact David Lyon, Abundance Project Coordinator at 705-653-6079 or by email at warkworthabundanceproject@gmail.com to submit a resume or for further information.

- **Note 1:** although the Abundance Project typically focusses on food related activities, programming should look to include arts/crafts, movement/exercise, reading/story telling etc.
- **Note 2:** the Youth Program Coordinator is not expected to deliver the programming, though that may be an option.

August 2019