



**Employment Opportunity**  
**Youth Employment Program (YEP) Supervisor**  
**Contract position FTE 40 hours/week**  
**Closing Date: September 8, 2021**

The Calgary Bridge Foundation for Youth (CBFY) is a charitable not for profit youth focused family centered hub that gives power of voice to immigrant and refugee children, youth and families. CBFY is in its 30<sup>th</sup> year of services and is a core leader within the youth domain in the Calgary settlement and integration sector. CBFY works in collaboration with the two public schools in Calgary, Calgary Board of Education and Calgary Catholic School district to ensure that youth and their families are equitably engaged to thrive and not merely to survive. In any given year the organization supports over 13,000 individuals.

Five factors are critical to CBFY's future success. These are 1) quality and sustainability of programming, 2) accessibility to families and individuals, and presence in the community, 3) engaged employees and volunteers, 4) accurately and credibly measured outcomes and 5) impact and expand capacity to meet the need. Employees are evaluated on organizational priorities and the following competencies, measurement, decision making, communication, continuous learning and positive relationships.

**Job Objective**

Reporting directly to the After-School Program Manager, the Youth Employment Program Supervisor is directly responsible for developing social and employability skills of youth (16-25 years old) looking for employment. In addition, the Youth Employment Program Supervisor will be responsible for supervising the program's daily operations and the Youth Employment Outreach Coach.

The Youth Employment Program Supervisor will manage all aspects of the program, including program delivery; writing reports, proposals, and other official documents; budget oversight; collaboration with other CBFY programs, partners, and stakeholders. The position will also involve oversight of the Youth Employment Outreach Coach.

**Scope of Duties and Responsibilities:**

**Program Management**

- Build strategic partnerships and maintain relationships with employers and industry representatives to ensure successful work placement of youth.
- Supervise, monitor, coach, and provide feedback to Program Outreach Coach and volunteers
- Ensure the daily operations of the program
- Supervise and provide input regarding the implementation and evaluation of the activities of the program.
- Provide reports and activity updates to management on a monthly basis
- Work collaboratively with other CBFY programs and staff.
- Contribute to the writing of reports, amendments, proposals and a wide variety of other documents
- Develop and maintains good knowledge of services and programs related to youth
- Ensure implementation of policies, procedures and develops others if necessary

**Decision making**

- Review, approve and submit payroll or financial forms for all staff, including mileage, reimbursements, timesheets, vacation requests, lieu time requests and approvals

- Identify and support program staff with strengthening and improving upon longer-term responsibilities
- Use best judgment in addressing staff concerns, questions and/or conflicts as they arise
- Use the best judgment when reviewing staff workloads and make the necessary changes when needed
- Shortlist, interview, select and appoint program volunteers and student placements, although approval of management is required

**Supervision:**

- Act as a liaison between the staff and the Program Manager as it relates to staffing concerns, challenges, conflicts
- Immediately address performance-related matters to staff and work closely to create a development plan for improvement where needed
- Provide leadership, ongoing supervision, support and evaluations for program activities
- Ensure that the rules, regulations, and policies of the Calgary Bridge Foundation for Youth and other community partners are adhered to
- Bring staffing concerns and conflicts to the attention of the Program Manager
- Document ongoing staffing concerns and liaise with the Program Manager and HR when necessary
- Encourages the professional development of program staff

**Other:**

- Work with the Program Manager to develop an annual plan for programming goals and implementation
- Support for managing and tracking the annual program budget
- Attend and contribute to CBFY management meetings when requested
- Create and maintain positive relationships with funders, community partners and other stakeholders to ensure that program development and implementation meets the needs of all program participants

**The duties and responsibilities outlined above are representative but not all-inclusive—other related duties as required.**

**Qualifications and Requirements**

*Required*

- Bachelor's degree in the field of Education, Social Work, Human Services or Business Administration
- Minimum of 5 years experience in a managerial or supervisory role
- Proven track record in building positive connections and strategic partnerships with stakeholders
- Superior communication skills, both verbal and written English.
- Ability to work independently with demonstrated strong judgement and decision-making abilities
- Excellent time management skills and strong attention to detail.
- Experience in data management with proficiency in Microsoft Office Suite software including Word, Excel, PowerPoint and Outlook scheduling.
- Experience and knowledge working with diverse ethnocultural communities



- Experience with program budgeting
- Experience working in the non-profit sector with a focus on youth work

#### **Lines of Communication/Accountability**

- + Reports directly to the Afterschool Program Manager and indirectly to the Director of Programs
- + Work closely with Youth Employment Outreach Coach.
- + Occasionally work closely with the Volunteer Resource Department and other CBFY staff members as needed.

**Please submit your resume and cover letter.** We thank all candidates who apply. Only those selected for an interview will be contacted. No phone calls please. The Calgary Bridge Foundation for Youth provides equal opportunity employment and encourages applications from all qualified persons. Visit our website at [www.cbfy.ca](http://www.cbfy.ca)