



Abbotsford Hospice
& Grief Support Society

Position Title: Youth Services Coordinator

Reports To: Youth & Family Services Manager and Chief Executive Officer

Position Type: 20-30 hours a week

Purpose:

The Youth Services Coordinator is responsible for supporting the youth and teen programs and services, as well as managing and coordinating AHGSS youth volunteer involvement.

Essential Job Functions:

Client Care

- Conduct intakes and assign support services for youth and teens
- Follow up with clients to monitor effectiveness of grief support and assess further needs
- Maintains and oversees the client database (Better Impact)
- Ensures that youth and families are informed of all current programs and services offered on an ongoing basis and refer to other community services if appropriate
- Act as a school liaison to help provide workshops and presentations to youth and teens within the Abbotsford school district
- Provide support for the teen training program offered three times a year at AHGSS

Youth Volunteer Management

- Match specific support volunteers to specific clients
- Follow up with volunteers to monitor the effectiveness of grief support
- Engages with volunteers regarding workshop, education and supports at AHGSS and in the community
- Monitor volunteer engagement and provides support and communication

Community Services

- Helps with management of youth events and family memorial services (Annual Teddy Bear Picnic, Butterfly Release, Family Harvest event)
- Offers workshops that would be of interest/pertinent to community, volunteers, clients
- Community Presentations to expand children and youth grief education and awareness of AHGSS services

General Office Duties

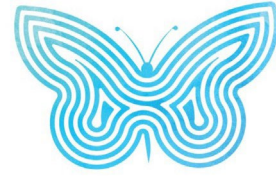
- Attends and participates in AHGSS staff meetings and planning meetings as required
- Contributes to the development of volunteer policies and manuals
- Ensures all client, contacts and volunteer information is recorded in eTapestry and Better Impact

32780 Marshall Road, Abbotsford, B.C., V2S 1J7 info@abbotsfordhospice.org

www.abbotsfordhospice.com

Registered Charity #: 118776053 RR 0001

"Honouring Life & Sharing in Grief" for over 37 years.



Abbotsford Hospice
& Grief Support Society

Requirements and Qualifications:

- Excellent interpersonal and written communication skills to effectively engage with youth, families, and community members
- A diploma or higher in social work, human services, social sciences, or a related field, or an equivalent combination of education, training, and experience
- Proven experience providing psychosocial support to children and youth dealing with loss, grief, and/or mental health challenges
- Strong organizational and administrative abilities with keen attention to detail and effective time management
- Confidence in public speaking and demonstrated success in working with youth in group or individual settings
- Proficiency in MS Office Suite, database management, and internet tools; highly computer literate
- Experience working in or with non-profit organizations is an asset
- Familiarity with planning and organizing meetings, events, or workshops
- Ability to prioritize tasks, manage multiple responsibilities, and navigate conflicting demands
- Strong decision-making skills with a proven ability to exercise sound judgment in complex situations
- Valid driver's license to drive AHGSS Community Liaison vehicle for workshops and presentations for youth and teens within our school district
- Commitment to practicing and maintaining confidentiality in all interactions
- Dedication to ongoing personal and professional development through education and training opportunities

Personal Competencies/Characteristics

- Ability to engage members of the community regarding AHGSS services, programs, and volunteering
- Demonstrated ability to anticipate problems and proactively develop solutions
- Strong sense of compassion and patience
- Ability to work independently and effectively as part of a team
- Receptive to change and ability to effect change
- Aptitude for being resourceful and innovative

The Youth Services Coordinator will have to manage a number of projects at one time and may be interrupted frequently to meet the needs and requests of clients and volunteers.

Compensation range: \$23 per hour

32780 Marshall Road, Abbotsford, B.C., V2S 1J7 info@abbotsfordhospice.org

www.abbotsfordhospice.com

Registered Charity #: 118776053 RR 0001

"Honouring Life & Sharing in Grief" for over 37 years.