



Signature Events & Youth Program Coordinator – New role at the Buckhorn Community Centre

The Buckhorn Community Centre (BCC) is a vibrant place for residents and visitors to enjoy a variety of social, cultural and recreational special events. We're looking for an energetic special events professional to coordinate our signature events – arts festival and craft shows – plus a growing youth program. These volunteer-powered events make an important contribution to social connections, economic development, arts and culture, and generate revenue for the BCC.

An important component of the BCC's strategic plan is to expand its offerings for younger participants. This role will cultivate activities for children and youth that will be integrated into existing events, and plan new health, wellness and creative programs for this age group.

The Signature Events & Youth Program Coordinator will play a pivotal role coordinating all aspects of our signature events, growing our youth programs, promoting the BCC as a valuable community hub and providing meaningful volunteer experiences.

RESPONSIBILITIES

Special Events Coordination & Management

- Apply special events best practices throughout the event cycle.
- Establish and facilitate committee/working groups to support the achievement of event goals.
- Assess past events and make recommendations for improvement.
- Manage all logistics in collaboration with other BCC team members.
- Foster a welcoming, inclusive environment for artists, vendors, sponsors, volunteers and patrons.
- Provide on-site management during event set-up, the event itself and clean-up.
- Use the BCC's contact management system (SUMAC) to track vendors, artists, sponsors and volunteers.

Children & Youth Program Development, Coordination & Management

- Apply best practice community engagement strategies to conduct needs assessments with youth, parents and community partners.
- Develop programs and a calendar of events to meet community needs, with a focus on health, wellness, physical activity, social connections, and arts.
- Develop policies and procedures targeted to child and youth participation; provide education; ensure compliance. Produce a manual for each program.
- Foster a supportive, inclusive environment for all participants and volunteers/placement students.
- Conduct the programs and/or establish supported volunteer roles to deliver the programs.
- Function as the liaison person with community partners who offer programs for children and youth, and seek collaboration opportunities (e.g., co-host, cross promotion).

Communications, Marketing & Community Relations

- Create and implement communications and marketing plans for each signature event and youth program.
- Nurture effective business relationships with vendors, sponsors, media outlets, networks and other BCC staff and volunteer team members.
- Find customer-orientated solutions to challenges as they arise.
- Represent the BCC in ways that follow the BCC's guiding principles/values.



Financial Management & Administration

- Establish target financial goals from all potential revenue streams for each event and program. Develop detailed budgets for each event and present reports.
- Seek and apply for grants.
- Secure event sponsors and recognition opportunities.

Volunteer Coordination

- Collaborate with the Volunteer Coordinator, General Manager and Office Volunteers to identify roles, recruit, train, support and acknowledge volunteers.

Program Evaluation

- Conduct an evaluation of each event and program, and present quarterly reports to the Board.
- Collect data as required to inform the Board's key performance indicators.

BCC Team Contributions

- Respond to requests to provide support for events such as the Annual General Meeting and Volunteer Appreciation Events.

EXPERIENCE AND SKILLS

- You thrive on designing detailed project plans and making them come to life so that large special events achieve their goals.
- As a collaborative events coordinator, you appreciate that there are many factors that must come together for an event to be successful. You're willing to roll up your sleeves to deliver creative communications, marketing, and social media plans; foster positive relationships with volunteers, staff, vendors, patrons, and sponsors; and offer a welcoming environment for everyone.
- As a quick learner and problem solver your focus is on maintaining good relationships while coming up with practical solutions.
- You like working in an environment where no two days are the same, and you can put your strong organizational and time management skills to good use.
- You have the confidence to speak up when you notice improvement opportunities, and have a knack for working with volunteers of all ages.
- In addition to coordinating special events, you enjoy listening to the types of activities that interest children and youth, and building programs to meet these needs.
- You show your commitment to always learning and have completed courses/ certificate programs such as Crucial Conversations, event management, volunteer coordination, marketing, and budgeting. You're curious and like to keep current on emerging best practices and trends in communications, marketing, arts & culture, and youth engagement.
- You're proficient with programs such as WORD, EXCEL, POWERPOINT, data bases and graphic design.
- Police check required: Vulnerable Sector

If there are a few gaps in your experience, yet feel that you'd be a good fit for this role, please submit your application and tell us how you'd close these gaps. Buckhorn is in a beautiful area with many lakes and outdoor activities to pursue.

Salary: \$45,000/year 3 weeks paid vacation

Apply by December 16, 2022 by sending a covering letter and resume to:

Judy McWhirter: generalmgr@buckhorncommunitycentre.com and

Lee Harding: directorlharding@buckhorncommunitycentre.com

Please include your email address and phone number.