



## Manager of Integrated Youth Services (IYS)

### Position Details:

**Title:** Manager of Integrated Youth Services (IYS)

**Department:** Integrated Youth Services

**Reports to:** Chief Executive Officer

**Number of positions:** One

**Wage/Salary:** \$50,000 - \$58,000 per year

**Hours:** 40 hours per week

**Languages:** English

**Education and Experience:** Successful completion of a bachelor's degree in social or human services, leadership/management or a related program.

The YMCA of Cumberland is one of 7 lead agencies for the new Integrated Youth Services site, which will be in Amherst, Nova Scotia. This program is being launched with local coalition partners and funded through the IWK Foundation and the Department of Community Services. This site is unique in its approach with clinical and social support services in one program.

### Job Duties

The Integrated Youth Services program will require great communication skills, networking, facilitation skills, and a willingness to work with many community partners.

As Manager of Integrated Youth Services, your principal responsibilities include:

- Ensuring the continuity of current relationships with community stakeholder
- Representing the YMCA of Cumberland at community events and where necessary delivering presentations
- Monitoring employee productivity and providing constructive feedback
- Tracking employee timekeeping and personnel records including the preparation and submission of performance appraisals
- Being a contributing member of the YMCA of Cumberland's senior management team
- Developing the annual budget for the Integrated Youth Services department and ensuring appropriate tracking of expenses and revenues.

**Security and Safety:** Bondable, Criminal record check, Child abuse registry check, Driver's validity licence check

**Transportation/Travel Information:** Own vehicle, Willing to travel, Valid driver's licence

**Personal Suitability:** Excellent oral communication, Judgement, Excellent written communication, Initiative, Effective interpersonal skills, Team player, Client focus, Flexibility.

**Additional Skills:** Administrative and office activities, Research techniques, Food preparation, public speaking, bookkeeping.

To apply, please email your **cover letter** and **resume** to [administration@cumberland.ymca.ca](mailto:administration@cumberland.ymca.ca)  
We appreciate all applications, however, only those selected for an interview will be contacted.

**Applications must be received by Friday November 1st, 2024 at 5:00pm AST**