# Sample Job Description

JOB TITLE: Youth Count Coordinator, **[Community]**

TYPE OF POSITION: **[insert]**

HOURS OF WORK: **[insert]**

SALARY: **[insert]**

## Overview:

The Youth Count Coordinator will plan and executea 2016 youth homeless count at the direction of the **[Community]** and the Youth Count Committee.

**[Insert description of the Lead Agency]**

## Summary:

Youth homelessness is not easily represented through conventional Point-in-Time (PiT) Counts due to the unique nature of youth homelessness. The methodology employed to count homeless populations does not accurately capture youth homelessness, as youth do not access shelters frequently, and exhibit a heightened degree of mobility. Furthermore, youth may me more likely to experience hidden homelessness.

The Youth Count employs specific strategies tailored to the particular nature of youth homelessness. The count will include sheltered and non-sheltered youth homeless populations, and should also attempt to survey different youth facilities, such as drop-in centers. Magnet events can also assist in identifying youth who do not use shelters or who cannot be found on the streets.

Through a snapshot of homelessness, the Youth Count will help us to better understand youth homelessness in **[community name].** With successive counts, we can measure our progress in ending youth homelessness in our community. **[Insert additional benefits of a PiT Count]**

The Youth Count Coordinator will plan and implement the **[insert community name]** Youth Count, in consultation with the Youth Count Committee. The Coordinator will be responsible for:

* Designing the Youth Count methodology;
* Seeking input from youth with lived experiences;
* Mobilizing the homeless serving-sector;
* Leveraging community support and participation;
* Recruiting and training volunteers;
* Ensuring the safety of volunteers and participant; and
* Coordinating data input and analysis.

## Qualifications

### Educational Requirements:

* Post-secondary education with a specialization in project management, social work, child and youth work, community planning, health, and/or research will be considered an asset.
* Knowledge and expertise in one or more of these areas may be satisfied through a combination of education, training and/or previous experience.

### Experience Requirements:

* 2-3 years of experience in housing or homelessness, or a related field. Applicants must demonstrate an understanding of issues related to homelessness. Direct experience working with youth experiencing homelessness is an asset.
* Experience coordinating community projects, programs or events
* Familiarity with volunteer recruitment, training and management

### Other Assets:

* Knowledge of/experience with populations affected by homelessness. For example: youth, Indigenous Peoples, LGBTQ2 Youth, racialized Communities.
* Demonstrated ability to work with diverse partners, government and other stakeholders
* Experience in effective management of crisis situations
* Knowledge of survey design and/or quantitative research methods
* Experience working with the media
* Excellent oral and written communication skills

Your complete application package must include a cover letter, resume, and the names of at least 3 work -related references. Please ensure that “Youth Count Coordinator” is quoted in the email subject line. Submit applications to **[insert contact information].**

**Posted on:** **[insert date]**  **Closing Date: [insert date]**

Only those selected for an interview will be contacted. Priority consideration is given to Canadian Citizens and permanent residents in Canada. We are committed to Employment Equity and encourage applications from all qualified candidates.