



1901 Weston Road, Unit 18  
Toronto, Ontario M9N 3P5  
Tel: 416-916-2512  
Fax: 416-916-2820  
[www.youngfathers.org](http://www.youngfathers.org)

## Young and Potential Fathers Initiative seeks a dynamic Program Coordinator

The Young and Potential Fathers Initiative (YPF), is an independent Not For Profit Organization that seeks to improve the social determinants of health for African Canadian Children by supporting the ability of African Canadian fathers and potential fathers to positively impact the lives of their children. YPF is committed to fostering a community of committed, involved fathers, creating sustainable infrastructure, and serving African-Canadian fathers and their families through community guided programs, services, one-on-one personal supports, mentoring and a space for supervised access and exchanges.

Our unique model, the Ujima House Village Engagement Framework addresses the cycles of disengagement and the lack of resources and visible role models for young, African Canadian fathers. YPF endeavours to strengthen the capacity of young African-Canadian fathers and father figures and in doing so, their families and the community at large. Thanks to the support of the Youth Challenge Fund, the United Way, YMCA and Black Creek Community Health Centre, Young and Potential Fathers Initiative has served young and potential fathers from their Ujima House hub in Toronto's Weston /Mt. Dennis neighbourhood for the past seven years. Ujima House is Canada's only father focused parenting centre.

Young and Potential Fathers Initiative is seeking a dynamic, qualified, innovative, Program Coordinator to ensure YPF programs are delivered to meet the needs of our diverse clientele and our commitment to the highest standards of customer service.

### Job Description

**Role:** Program Coordinator

**Employment Type:** Full-Time

**Reports To:** YPF, Board of Directors

**Salary Range:** \$41,000 - \$45,000, Commensurate with experience and qualifications

**Contract Term:** September 25, 2017 – September 25, 2019.

### Responsibilities:

- The Program Coordinator assesses the needs of Young and Potential Fathers Initiative's (YPF) clients and works creatively to innovate, plan and implement programs and services to meet the identified needs.
- Works in a collaborative manner and provides input to research and preparation of father involvement programs; collaborates with team to provide input to design, implementation, and coordination of outreach strategy and plan each fiscal year
- Works with the Board of Directors to ensure compliance with all terms of all contribution agreement/contracts, including provincial targets, regional expenditure of contribution funds, and financial and statistical reporting
- Ensures that practices, duties and member-related decisions are carried out by all staff and volunteers according to YPF and Ujima House policies, procedures, values and mission.
- Assists Board of Directors in development and management of program budgets and ensures achievement of all performance indicators and standards, including those required by funders and the YPF Board of Directors.
- Assists Board of Directors in development and implementation of yearly program review, plans, marketing, promotions and outreach



Committed to fostering a community of involved young and potential Afrikan Diasporic Fathers



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- Coordinate SUDEF Program and provide oversight to YPF programs done in partnership or collaboration with stakeholders.
- Supervise SUDEF Animators.
- Liaise with Board of Directors on operational and policy issues and provides regular updates
- Participates in the compilation of internal (ie. Member counts, Program counts and month end) and external reports (ie. Quarterly reports, proposals) and statistical data
- Provides support as a member of the Ujima House and YPF program team in the delivery and implementation of programs to ensure member expectations and needs are understood and addressed and that children are supervised at all times in a developmentally-appropriate, safe and healthy environment
- Completes documentation for daily observations and reports for informal and formal evaluations for all YPF programs as required by the funder and the Steering Committee; provides documentation and handles confidential data in accordance with the initiative's standards; monitors progress both against expected outcomes and known previous history
- Self-manages ongoing professional development
- Develops a regional promotions and communications plan ensuring that marketing and outreach initiatives achieve targets
- Coordinates Employment and Community program self-file audits and annual file audits to ensure compliance and consistent service
- Ensures that all tools are current, and that staff understand the audit tools and processes
- Supports and provides feedback to YPF senior staff in ensuring all program documentation is current and meets guidelines
- Supports maintenance of web resources for all programs, including social media platforms
- Rolls out and analyzes weekly and monthly data for employment and community programs, using a variety of data sources
- Assists with development and writing of proposals for new programming
- Provides support to the Board of Directors in effective and efficient operations of Ujima House and YPF programs
- Provides leadership in the development, implementation and evaluation of operational systems, processes and policies in support of the YPF Initiative's mission
- Identifies opportunities to increase effectiveness of reporting
- In partnership with Board of Directors, designs and manages a portfolio of father involvement and cultural identity programs; reviews and revises programs in partnership with the YPF governance and staff
- Provides service to participants, families, employers and the general public, in keeping with YPF's customer service standards.
- Effectively troubleshoots and problem-solves issues as they arise and keeps the Board of Directors informed
- Produces several events that engage YPF clients and stakeholder communities.

Eligible Applicants must apply in writing to:  
Communications, Young and Potential Fathers Initiative  
[sadat@youngfathers.org](mailto:sadat@youngfathers.org)  
Deadline: Midnight, September 16<sup>th</sup>, 2017.



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