

SKY (Safe Kids & Youth) Coordinator

Part-Time Position

Join Us in the Beautiful West Kootenay Region and Make a Difference in the Lives of Children and Youth!

Location: Salmo, Castlegar and Trail (South West Kootenay) — telework based

Hours: 24 hours per week

Wage: Starting at \$33.77 per hour, plus benefits per the KBCSC benefits package

Start Date: Monday, September 14, 2026

Reports to: SKY Regional Manager

Applications: info@thekoop.ca — rolling review, apply early

About the Role

Children and youth who have experienced abuse, violence or neglect shouldn't have to tell their story over and over to a dozen different agencies. The Safe Kids & Youth (SKY) Coordinated Response is a rural-model Child and Youth Advocacy Centre (CYAC) that brings police, child protection, victim services, health, schools and Indigenous supports around one table so that response is coordinated, trauma-informed, and centred on the child.

Reporting to the SKY Regional Manager, the SKY South Coordinator leads the day-to-day coordination and delivery of that response in Salmo, Castlegar and Trail. You'll work closely with the SKY North Coordinator and the Regional Manager to strengthen the model across the West Kootenay, supporting program development, evaluation, continuous quality improvement, and best practice in alignment with the BC Network of Child & Youth Advocacy Centres and Child & Youth Advocacy Centres of Canada.

This role is employed by the Kootenay Boundary Community Services Co-operative (KBCSC).

What You'll Do

- Coordinate the multidisciplinary team (MDT) in each community — police, MCFD, victim services, child and youth counselling, school district, health services, Indigenous supports and other local partners — and build the relationships that keep the coordinated response strong.
- Organize local MDT meetings a minimum of four times per year, preferably in person, including an annual review of local cooperation agreements, and ensure meeting notes reach the SKY Regional Manager.
- Case manage new files alongside Victim Services: first contact with families, explaining the SKY model, arranging consents, coordinating the joint interview and making sure every stakeholder knows the date.
- Provide system navigation information and referrals for families, particularly where a community is experiencing a victim services vacancy.
- Track statistics, complete reports, and participate in provincial data tracking and evaluation.
- Promote awareness of SKY through promotional material, presentations, and attendance at community and stakeholder events.
- Maintain the child-friendly interview rooms in each community and review each room's Memorandum of Understanding annually.

- Consult on and adhere to the program budget, and make recommendations for additions or cost savings.
- Participate in SKY Coordinator meetings, Regional Advisory Committee meetings, monthly KBCSC staff meetings, regional gatherings and ongoing professional development (including child forensic interview training).
- Provide coverage for the other SKY Coordinator's communities when needed.

What You Bring

Education and experience

- Bachelor's degree or Canadian equivalent in a related human/social service or administrative field.
- Three years of relevant experience, including two years of program management or administrative experience.
- Knowledge of child development, the impact of trauma on children and youth, and the justice and child welfare systems and relevant legislation — an asset.
- Understanding of the Child and Youth Advocacy Centre model — an asset.

Skills and competencies

- Excellent oral, written and interpersonal communication skills.
- Demonstrated ability to coordinate multidisciplinary teams and work effectively with police, child protection, victim services, crown counsel, schools, health care and community social service agencies.
- Strong critical thinking, professional judgement and problem solving, with case management skills.
- Comfort with public speaking and presenting to groups; ability to organize and chair multi-agency meetings and facilitate group process.
- Strong cultural competency and socially inclusive practice.
- Knowledge of issues around violence against children and intimate partner violence.
- Project management and administration skills, including producing program documents and reports.
- Strong technology skills, including Microsoft Office.
- High level of tact, diplomacy and professionalism.
- Ability to work independently and under pressure in an often-chaotic environment, managing multiple demands and prioritizing where your time gives the most to the community.
- Ability to train others in the SKY model.

Requirements

- Successful completion of a Criminal Reference Check with vulnerable person clearance.
- A valid driver's licence and a reliable personal vehicle available for work purposes, with the ability to travel throughout the West Kootenay Boundary region.
- A suitable, secure and safe home office space. This position is telework-based.

Working Conditions

Hours: 24 hours per week. May vary according to contract and funding available.

Schedule: Flexible, but may include evenings and weekends, and must include SKY Coordinator meetings and monthly KBCSC staff meetings.

Primary communities: Salmo, Castlegar and Trail. Regional travel and coverage may extend to Nakusp, Nelson, Kaslo, Grand Forks and Midway.

Probation: Six months in the position.

Who We're Looking For

This work depends on local relationships and on being able to show up in person when it matters. Preference will be given to applicants who live in Salmo, Castlegar, Trail or the surrounding South West Kootenay communities.

KBCSC welcomes applications from people of all backgrounds. We particularly encourage applications from Indigenous people, people of colour, 2SLGBTQIA+ people, and people with disabilities. If you need an accommodation at any point in the hiring process, let us know at info@thekoop.ca and we'll work it out with you.

How to Apply

Send a resume and a brief cover letter telling us why this work matters to you to:

info@thekoop.ca

Please put "SKY South Coordinator" in the subject line.

Applications are reviewed on a rolling basis and interviews will be scheduled as strong applicants come forward. The posting will remain open until the position is filled, so we encourage you to apply early. We may hire before the start date if we find the right person.

Anticipated start date: Monday, September 14, 2026.

We thank all applicants for their interest. Only those selected for an interview will be contacted.