

Youth Program Leader

Casual position, includes evening and weekend work
Reports to: Recreation Programmer

Definition:

The Youth Leader's role is to engage and interact with youth, maintain a controlled atmosphere, while using every opportunity to demonstrate tolerance and responsibility. The incumbent encourages youth to take part in physical fitness or group activities and assist during events as required.

Major Duties:

- Engages and interacts with youth.
- Maintains controlled environment and ensure youth follow code of conduct.
- Assists at events as required.
- Monitors computer usage/sites.
- Completes regular perimeter checks.
- Cleans and tidies Youth Centre and gym equipment.
- Provides back-up coverage in Youth Centre.
- Assists with program ideas and creation.
- Assists in development of programming.
- Performs other related duties as required.

Health & Safety

As per the Village's commitment to the physical and psychological health and safety of its employees, the Program Leader must adhere to the following accountabilities:

- Identifying and reporting workplace hazards
- Participating in incident investigations and inspections
- Assisting with Job Hazard Analysis and Risk Assessments
- Adhere to all workplace safety policies and procedures
- Being aware of the following safety considerations identified for this position:
 - Lifting awkward loads
 - Dealing with difficult customers
 - Extension of regular work hours during peak operations

Minimum Qualifications:

- Grade 12 diploma supplemented by post-secondary education or work experience in a related field.
- Communicates effectively both orally and in writing.
- Works independently and in a team setting.

- Experience working with youth and an understanding of youth issues.
- Strong interpersonal and public relations skills.
- Demonstrates effective conflict resolution skills.
- Demonstrates leadership ability.
- Ability to establish and maintain effective working relationships with program participants, volunteers, recreation staff and the public.
- Working knowledge and effective skills related to integrating participants with disabilities.
- Ability to coordinate, play and interact in a variety of creative and sports related activities.
- Physical coordination and stamina necessary to carry out the duties of the position.
- Satisfactory criminal record check.

Required Licenses, Certificates and Registration:

- Emergency First Aid Certificate and CPR Certificate.
- Valid BC Driver's License and Satisfactory Driver's Abstract.