

## **Program Leader - Youth**

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Location: Pemberton & District Community Centre, Pemberton  
Casual position; hours include afternoons, evenings and school holidays

### **Summary:**

The Program Leaders responsibilities include planning and implementation of Youth Centre programs and drop-in supervision. Ages ranging from 13 – 19 years old.

### **Responsibilities:**

- Lead, supervise, and engage with participants in program activities
- Follow policies and procedures relating to supervision of youth
- Maintain a controlled environment and encourage co-operation, problem solving and conflict resolution
- Complete regular perimeter checks during youth center supervision
- Support youth and share knowledge of local resources as needed
- Assist with program planning, and ensure the development of safe, fun, and age-appropriate activities
- Perform other related duties as required

### **Skills and Experience:**

- Ability to build rapport with participants and co-workers
- Some knowledge of program leadership
- Maturity to work independently, use sound judgement, and make confident decisions relating to program safety, policies, and procedures
- Previous experience working with people with complex needs an asset
- Previous experience supporting youth an asset

### **Requirements and Certificates:**

- Emergency First Aid and CPR Certificate an asset
- Food Safe Certificate an asset

### **Vulnerable Sector Check:**

The scope of this role includes being a point of contact for the public including youth and vulnerable persons. A Vulnerable Sector Check will be required for anyone hired into this position.