



Position: Youth Program Staff
Status: Casual
Wage: \$13.00 per hour
Start Date: September, 2017
Posting Closes: August 16, 2017

The Abbotsford Youth Commission is seeking energetic, motivated, youth-focused individuals to supervise our lunch time, afterschool, evening and weekend drop-in recreational programs on a casual basis.

Requirements:

- Must be at least 19 years of age
- Experience working directly with youth
- Planning and facilitating recreational youth activities
- Strong leadership skills
- Positive role-model
- Outgoing and energetic
- Ability to communicate effectively and confidently with youth
- Ability to work independently and in a team environment
- Conflict resolution skills
- Criminal record check

Assets:

- First Aid Certification
- Food Safe

For a detailed job description visit www.abbyyouth.com

Please send resume and cover letter to: christy@abbyyouth.com

YOUTH PROGRAM STAFF - JOB DESCRIPTION

Under the direction of the Supervisor of Recreation, perform the following duties while adhering to the Youth Commission's Ethics & Standards and Mission Statement & Goals:

Duties:

- Work within the Youth Commission goals and mandate
- Plan and facilitate daily events/activities
- Facilitate, guide and enhance AYC programs with a focus on youth engagement
- Ensure the safety of the youth in our programs
- Enforce rules and expectations
- Maintain an awareness and understanding of local youth issues and concerns and what youth services are provided in the community
- Promote all AYC programs and services to youth, parents and community members and ensure programs meet the minimum registration
- Work as a team with all AYC staff, volunteers and program participants
- Ensure that all daily functions of AYC programs are completed to standards
- Provide leadership during special events
- Motivate and inspire self and others to meet the AYC Vision, Mission and Goals
- Liaise with community members to build possible partnerships and maintain positive relationships
- Make referrals to appropriate agencies as needed
- Report and confer with supervisor about significant issues or behaviours
- Responsible for opening and closing procedures
- Maintain a clean working environment

Administration:

- Participate in workshops/training experiences as required
- Prepare and maintain records, reports and correspondence
- Be fully versed in all emergency procedures for all programs
- Maintain the administrative duties required by the Supervisor
- Establish a clear, defined course of action for self and team to accomplish work goals
- Challenge the status quo to discover more effective ways of performing
- Builds positive interactions both internally and externally to achieve organization's goals
- Assist with the development and delivery of new programs as required
- Liaise with school personnel to coordinate effective delivery of all programs
- Maintain record of hours worked and submit to Supervisor for approval
- Other Duties as assigned by Supervisor and Executive Director