



Position: Summer Youth Program Staff
Status: Full Time
Duration: Summer 2021
Wage: \$17.00 per hour
Posting Closes: When positions are filled

The Abbotsford Youth Commission is seeking energetic, motivated, youth-focused individuals to supervise and coordinate our summer programs for youth aged 12-18.

Requirements:

- Must be at least 19-30 years of age
- Be a Canadian citizen, a permanent resident or a refugee under the Immigration and Refugee Protection Act
- Experience working directly with youth
- Planning and facilitating recreational youth activities
- Strong leadership skills and a 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
- Clear Criminal records check
- Valid driver's license and reliable transportation

Assets:

- First Aid Certification
- Food Safe

The AYC is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability and protected veterans status or any other basis protected by law. The AYC is committed to providing accessible employment practices that are compliant with local legislation. Applicants requiring accommodation for disability during any stage of the recruitment process are encouraged to advise accordingly.

This position is being advertised in anticipation of funding under the Canada Summer Jobs (CSJ) initiative. The successful applicant is expected to work the full duration as required by CSJ.

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SUMMER YOUTH ZONE 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 and guide AYC programs with a focus on youth engagement
- Ensure the safety of the youth in our programs by enforcing 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
- Liaise with community members to build possible partnerships and maintain positive relationships
- Make referrals to appropriate agencies as needed
- Participate in all activities including sports, crafts, swimming, skating, etc.
- Report any significant issues to supervisor
- Confer with supervisor regarding any issues you are unsure how to handle
- Responsible for opening and closing procedures
- Maintain a clean environment at the youth centre by completing the cleaning checklist

Administration:

- Participate in workshops/training experiences related to local youth issues as required
- Prepare and maintain records, reports and correspondence
- Understand, articulate and deliver all emergency procedures in any/all programs as required
- Establish a clear, defined course of action for self and team to accomplish work goals
- Develop new ways or adapt existing ideas to help us achieve desired outcome
- 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 and community partners to coordinate effective delivery of all programs
- Other Duties as assigned by Supervisor and Executive Director