



Position: Youth Programs Team Lead
Status: 35 hours per week (5 days a week)
Wage: \$20 - \$22 per hour (plus % in lieu of benefits)
Start Date: mid to late August 2021
Posting Closes: July 23rd, 2021

Looking for a fun rewarding job where you can make a positive difference with youth? Join our team at the Abbotsford Youth Commission. We are seeking energetic, positive, motivated, youth-focused individuals to support our recreational programs and to lead the staff team at our Youth Centres.

Requirements:

- Experience in supervision a plus
- Outgoing and energetic
- Experience working directly with youth
- Experience planning and facilitating recreational youth activities
- Strong leadership skills
- Positive role-model and attitude
- Ability to communicate effectively and confidently with youth and parents
- Ability to work independently and in a team environment
- Conflict resolution skills
- Ability to motivate self and others to take action to achieve desired outcomes.
- Excellent written and oral communication skills
- Criminal record check
- Use of personal vehicle for work
- Available to work afternoons and evenings

Assets:

- Diploma / Degree in related field
- First Aid Certification
- Food Safe

At the AYC, we value diversity and are proud to be an equal opportunity employer. All qualified candidates applying for positions will receive consideration for employment regardless of race, colour, ancestry, religion, gender, gender identity or expression, sexual orientation, national origin, age, marital status, or disability. We believe that differences enhance our team and our community. Please advise us if you require an accommodation during the application process

Please send resume and cover letter in one pdf document to:
alison@abbyyouth.com

note: Job Description follows



YOUTH PROGRAMS TEAM LEAD – 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 in our youth centres and other programs ensuring the safety of the youth participants by enforcing rules and expectations through supervision and behaviour guidance
- Build friendly professional relationships with the youth who attend the programs
- Take a leadership role in your assigned youth centre ensuring that all tasks are completed each day
- Take on a leadership role with volunteers and staff members
- Motivate and inspire youth and staff team
- Be responsible for opening and closing procedures
- Report to the supervisor any issues with staff, volunteers or practicum students
- Plan and facilitate daily events/activities/ groups for youth 12-18 with a focus on youth engagement
- Ensure the youth are having fun!
- Work as a team with all AYC staff, volunteers and program participants
- Be a positive role model for youth and other team members
- Liaise with parents and service providers
- Liaise with community members to maintain positive relationships
- Participate in all activities including sports, crafts, swimming, skating, enrichment, etc.
- Promote all AYC programs and services to youth, parents and community members and ensure programs meet the minimum registration requirements
- Assist in developing new programs or enhancing current programs
- Confer with supervisor regarding any issues you are unsure how to address

Administration:

- Participate in meetings, 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
- Maintain the administrative duties required by the Supervisor
- Establish a clear, defined course of action for self and team to accomplish short and long term work goals
- Develop new ways or adapt existing ideas to help us achieve desired outcome
- Challenge the status quo to discover more effective ways of performing
- Keep track of supplies and replenish as needed
- Maintain stats and records for youth centre and break programs
- Report any decrease in participation to supervisor
- Lead and develop staff, practicum students and volunteers in the direction required by all AYC staff
- Complete orientation checklist with new employees
- Report any staffing issues to supervisor
- Monitor expenses related to the programs with the approval of the Supervisor and Executive Director
- Assist with all other promotion and programming as assigned by the Supervisor or Executive Director
- Other Duties as assigned by Supervisor and Executive Director