



Position: Summer Junior Program Staff
Status: 30 hours per week
Duration: July 5-Aug 20, 2021 (possibility for part time employment after Aug 20)
Wage: \$16 per hour
Posting Closes: May 20, 2021

The Abbotsford Youth Commission is seeking energetic, motivated, youth-focused individuals to assist our Summer Youth Zone staff with summer programs for youth aged 12-18.

Requirements:

- Must currently be in grade 12 and graduating this June
- Be intending to return to full time studies in the next academic year
- Be a Canadian citizen, a permanent resident or a refugee under the Immigration and Refugee Protection Act
- 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
- Clear Criminal Record Check

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.

alison@abbyyouth.com



SUMMER JUNIOR 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 and guide 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
- Assist in enhancing present programs
- Participate in all activities including sports, crafts, swimming, skating, enrichment, etc.
- Report any significant issues to supervisor
- Confer with supervisor regarding any issues you are unsure how to handle
- 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
- Participate in professional training and in-service meeting 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 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
- Builds positive interactions both internally and externally to achieve organization's goals
- Assist with the development and delivery of new programs as required
- Maintain record of hours worked and submit to Supervisor for approval
- Other Duties as assigned by Supervisor and Executive Director