



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Department:</b>	<b>Current Incumbent:</b>
Youth Program Worker	Youth Centre	
<b>Reports To:</b>	<b>Supervisors Title:</b>	<b>Date Written/Updated:</b>
Chief Administrative Officer or Youth Centre Manager	Chief Administrative Officer or Delegate	Written: Last Updated: 05-05-2022
<b>Positions Supervised:</b>	<b>Hours of Work:</b>	<b>Salary Range:</b>
Volunteers, casual staff	Part-time permanent -Flexible as per drop in and event schedule; up to 20 hrs/week	\$20.89 - 27.90 + 10% in lieu of vacation and benefits

### Purpose:

Under the direction of the Youth Centre Manager, the Youth Program Worker is responsible for, implementing and evaluating youth programming for the Youth Centre. The Youth Program Worker assists the Youth Program Manager in consulting with the youth and organizations that represent youth to determine needs and assists in developing programs in response to those needs. The Youth Program Worker assists, at the direction of the Program Manager, in delivering programming and drop-in sessions and events, supervises volunteers and provides some light janitorial services.

### Job Duties:

#### ***Program Research and Development:***

- Assists the Program Manager in assessing the program requirements for youth in the community
- As directed by the Program manager researches potential program ideas using the internet and other sources, and delivers surveys and other tools to engage youth in selecting activities
- Identify areas where new programs are needed and communicates those ideas to the Program Manager

#### ***Program Planning and Implementation:***

- Assists the Program Manager to develop a monthly schedule of activities based on the budget and other parameters to be posted on the Village website
- Assists the Program Manager to develop scheduled activities, facilitates and volunteers as required
- Leads activities for youth
- Train and oversee volunteers
- Encourage local youth to become involved in the programming and to participate in local and regional programs
- Monitor the use of equipment and facilities
- Assists the Program Manager to evaluate the effectiveness of programs in order to assist the Program Manger in providing a quarterly report to the Council



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### **Program Promotion:**

- Assists the Program Manager in developing eye catching and engaging marketing material
- Assists the Program Manager in working with Village staff to appropriately market and advertise youth programming
- At the direction of the Program Manager arrange for additional advertising of youth programs as needed, including contacting the local newspaper and submitting articles for publishing

### **Job Duties:**

#### **Janitorial Services:**

- Ensure Youth Centre is tidied at the end of each day/activity to ensure the space is clean between bi-weekly deep clean by Village Janitor.
- Ensure that the Youth Centre light cleaning is in compliance with COVID -19 Plan
- Note any issues for Village Janitor as needed for both service and supplies

#### **Working Conditions:**

The Youth Program Worker may have to manage a number of youth on site any given time, and may be interrupted frequently to meet the needs of participating youth. The environment may be busy and noisy and will require excellent organizational, time and stress management skills. The youth may at times be demanding and challenging and the Youth Program Worker must remain patient, calm and committed to the activities and may have to use conflict resolution or crisis management skills at times.

#### **Qualifications:**

- Certification as a Youth and Family Support Worker would be an asset
- Must pass criminal records check for working with youth
- Knowledge of the legislation, regulations, policies and procedures for youth program development and implementation
- Knowledge of office administration
- Ability to deliver youth programs
- Team building skills
- Analytical and problem-solving skills
- Decision making skills
- Effective verbal, written, presentation and listening skills
- Effective negotiation and mediation skills
- Basic counselling skills
- Computer skills including Excel, Word at a highly proficient level, graphics and website development skills would be an asset
- Stress management and time management skills
- Cultural awareness and sensitivity
- Flexibility, honesty and trustworthiness
- Basic first aid training would be an asset



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**Signatures:**

I have reviewed this job description and confirmed that it is an accurate reflection of the duties of this position.

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date