



## POSITION DESCRIPTION

The Youth Worker/Summer Camp Administrator works under the direction of the Youth Services Coordinator to develop activities and initiatives for youth ages 5-18 yrs that promote healthy child development; support positive youth/adult interactions; enhance parenting and care giving skills; and foster engagement in their community.

## Service Coordination

- Assists in developing and implementing activities, services and programs that promote optimal development of youth.
- Facilitates, develops, and initiates youth activities and programs based on needs assessment including drop-in programs, specialty and regular run programs, Pro-D day activities and summer/spring break activities for youth 5-18 yrs.
- Oversees and assists with the Summer Camp. Provides guidance and support to the supervisor, attends bi-weekly meetings, and acts as a liaison between the summer camp and the agency. Provides coverage for any summer camp staffing shortages as required.
- Assists in providing programs and services that promote positive parenting and healthy youth development that support family cohesion.
- Provides youth with opportunities for social interaction and learning.
- Provides positive mentoring opportunities for youth transitioning from program to program.
- Assists with the development of plans and facilitates special events with youth involvement such as REXSPO and the Halloween family event.
- Assists in organizing youth fundraising activities and events.
- Maintains the Youth Activity Centre including organizing supplies, housekeeping and cleaning up after programs, keeping the cupboards and storage tidy, updating resource room and youth boards, and securing canteen petty cash.
- Prepares food for youth programs.
- Keeps inventory of youth centre supplies and canteen stock.
- Communicates with parents regarding programming.

## Secondary Duties

Secondary duties define teamwork at the Comox MFRC and ensure that all staff members contribute towards achieving our common goals. Duties may include, but are not limited to:

- Providing administrative, clerical and organizational support to other MFRC staff as required.
- Participating actively in the organization and running of special events (REXSPO, Hallowicked, Volunteer Appreciation Events, etc.).
- Providing orientation, training and supervision and support of Volunteers.
- Attending and participating in staff meetings, professional development activities and staff training.
- Keeping personal office space hygienically clean, free of clutter, garbage and tidy at all times.
- Assist with the cleaning of common areas (staff room, supply storage, classrooms etc.).
- Running errands (purchasing supplies, picking up mail, etc.).
- Recycling.
- Participation in facility maintenance days.
- Occasional work related travel.
- Other related duties as assigned by the Youth Services Coordinator or Programming Manager.
- Assists with maintaining parent and community information boards

## EDUCATION AND EXPERIENCE

- University or College Degree in Child Development Studies, related diploma/certificate or equivalent experience working with Children and Pre-Teens.
- Work experience in a non-profit organization.
- Computer skills (MS Word, Access, Excel, Publishing).
- CPR and first aid certification.
- Minimum Class 5 Driver's Licence and access to your own vehicle. (Staff will be reimbursed wear and tear on their vehicles for approved work mileage which includes appropriate business use insurance coverage)
- Criminal Records Check.
- Food Safe.
- Previous knowledge or experience with the Military Community would be an asset.
- Bilingual (French and English) would be an asset.

## SKILLS AND ABILITIES

- Experienced in programs planning and delivery.
- Exceptional organizational, interpersonal and customer service skills.
- Outstanding communication skills (oral & written).
- Exceptional assertiveness and conflict resolution skills.
- Ability to motivate youth.
- A high degree of initiative, creativity and resourcefulness.
- A strong work ethic and a positive attitude to all tasks.
- Excellent computer skills.
- Flexible and accommodating to changing schedules/needs of the Centre.
- Ability to contribute and work cooperatively as a member of the team.
- Ability to prioritize tasks and meet deadlines in a timely and efficient manner – multi-tasking.
- Appreciation and demonstration of an appropriate understanding of confidentiality and privacy.
- Willingness to work flexible hours.
- Willingness to undertake continuing personal and professional development.
- Ability to support people empathetically.

## NOTES

- This is a term position with the possibility of an extension to a full time continuing position.

<b>Title</b>	<b>Youth Worker/Summer Camp Administrator – Term Contract</b>
<b>Date</b>	<b>May 17, 2019</b>
<b>Wages /Comments</b>	<b>\$19.50 per hour</b> <b>Start Date: June 03 End Date: August 30</b> This is term contract with the possibility of extension to full time continuing.
<b>Hours</b>	<b>Term Contract 37.5 hours/week</b>
<b>Requirements</b>	To succeed in this role, you have: Obtained a college certificate or diploma in child development studies, related diploma/certificate or equivalent experience working with youth programs. Strong planning, organizing, and facilitating skills. Experience working in a non-profit organization. Experience overseeing a large project or summer camp, and managing a team. English and French language is a definite asset. CPR/First Aid Certificate is mandatory. Minimum Class 5 driver's license with access to your own vehicle. Knowledge of the military family lifestyle is also an asset
<b>Duties</b>	Reporting to the Youth Services Coordinator, the youth worker/summer camp administrator assists in the Comox Implementation of activities and services that would promote optimal development of youth ages 5-18 years of age, including overseeing the 2019 Adventure Summer Camp. This position does require working weekdays, evenings and some weekend duties.
<b>Company Name</b>	Comox Military Family Resource Centre
<b>Phone</b>	250-339-8290
<b>Fax</b>	250-339-8199
<b>Email</b>	Attention: Youth Services Coordinator Please forward covering letter, resume and reference to: <a href="mailto:shannon.seymour@comoxmfr.ca">shannon.seymour@comoxmfr.ca</a>
<b>Address</b>	Comox Military Family Resource Centre PO Box 310, 1575 Military Row Lazo, BC V0R 2K0
<b>Notes</b>	We thank all candidates for their interest; however, only those selected for an interview will be contacted.
<b>End Date for Applications</b>	Closing Date: 4 PM Friday June 14 2019
<b>Apply By</b>	<b>Phone, Fax, Email or in person</b>