

YOUTH OUTREACH PROGRAMMER (Temporary)

The Municipality of North Cowichan (population 30,000) is located in the beautiful Cowichan Valley on Southern Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, Maple Bay, and the South End including University Village, are home to a multitude of artistic, cultural and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay and benefits.

We invite applications from candidates with the proven skills, qualifications and abilities for the position of Youth Outreach Programmer. This is a temporary position to cover a leave of absence and will end upon return of the incumbent. The hours of work are dependent on programs and youth interaction. Being available to work daytime, evenings and weekends will be required.

The successful candidate will be required to perform a range of duties to promote the personal, educational and social development of youth and young adults. Core responsibilities will include:

- Mentoring, assessing and developing programs;
- Researching and accessing other community resources;
- Planning and directly supervising activities;
- Establishing and maintaining positive relations with youth, community groups and the general public;
- Providing direct instruction and leadership for program offerings;
- Maintaining statistics and data and preparing reports;
- Maintaining equipment and supplies used for programs and functions;
- Leading the safety and security of programs on assigned shifts;
- Enforcing rules and regulations when necessary; and
- Performing other work as needed.
- Deployment to other duties may be required from time to time.

Required Skills, Qualifications, and Abilities:

1. Completion of college diploma in a related field (e.g., Social Sciences, Recreation), plus a minimum of two years relevant experience.
2. Possession and maintenance of a valid certificate in safety oriented first-aid and CPR.
3. Direct experience establishing positive relationships with youth and community agencies.
4. Knowledge of the philosophy and objectives of a public recreation centre as it pertains to programs and activities.
5. Practical knowledge of the operation of a variety of equipment used in the activities and programs.
6. Knowledge of the philosophy and objectives surrounding the delivery of Youth Outreach / Youth at Risk programs and activities.
7. Knowledge of the principles of Healthy Child Development.
8. Demonstrable skills with Windows driven network systems including Word and Excel.
9. Direct experience promoting and advocating for youth through liaisons, networking and working with community organizations, RCMP, schools, social service agencies and service providers.
10. Ability to recruit, train and supervise staff and volunteers.
11. Demonstrable ability to develop and carry out youth and youth at risk programs.

12. Demonstrable ability to write reports and do data entry using Microsoft Office programs.
13. Ability to provide leadership, instruction and correction for recreation / youth programs.
14. Ability to communicate well verbally, non-verbally and in writing.
15. Ability to work with minimal supervision.
16. Ability to prepare requisitions for supplies, materials and equipment while monitoring revenues and expenditures.
17. Ability to work evenings and weekends.
18. Possession and maintenance of a valid Class 5 B.C. Driver's License; a satisfactory current driver's abstract will be required.
19. The position may be physically demanding; candidate must be able to successfully perform all duties associated with the position. A medical certificate attesting to suitability for this position may be required.

This is a unionized position (CUPE Local 358) and the collective agreement may be viewed on our website.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications, and abilities. This position has responsibility for vulnerable persons and will therefore be required to undergo a Vulnerable Sector screening check, in addition to a Police Information Check, if an offer of employment is made.

To Apply:

Visit the Municipality of North Cowichan Career Portal at www.northcowichan.ca/jobs to apply for this position.

Please note that all candidates must apply via the Career Portal; we do not accept resumes via email or hard copy.

Application Deadline:

4:30 p.m. Wednesday September 16, 2020

