

Job Posting: UTown@UBC Activity Leader

JOB SUMMARY

This position will assist the Youth Program Coordinator in the development, coordination, and delivery of the UTown@UBC Youth Leadership Programs.

OVERALL GOALS FOR THE POSITION

1. Assist the Youth Programmer in the delivery of pre-teen and youth leadership programs
2. Exemplify leadership qualities and set a positive example for youth
3. Maintain excellent internal and external communication skills

ROLES, RESPONSIBILITIES AND EXPECTATIONS

1. Develop, and coordinate the Pre-Teen Leadership Program
2. Support the delivery of the Youth Leadership Program
3. Assist the planning and delivery of age appropriate activities, workshops, field trips and events to participants
4. Develop positive relationships with participants and act as a role model and mentor to young people
5. Assist with the participation of youth in community events, programming in community spaces (such as the Old Barn and the Acadia Commons block), service projects within the community, and the promotion of youth activities`
6. Assist with the development of youth connections into the broader UBC community
7. Encourage equal participation from youth in Acadia Park and UNA
8. Exude leadership skills, empathetic understanding, and interpersonal communication.
9. Assist with room set-up and clean up, as required, for programs, functions, and events.
10. Complete special projects and other duties as assigned.

SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED

Education requirements:

- Grade 12 minimum, preferably enrolled and working towards a post secondary degree in Social Work, Kinesiology, Recreation, Education, and/or Leisure Services.
- Or a combination of education and related experience.

Experience requirements:

- Experience with group management and facilitation skills
- The successful candidate will be outgoing, creative, and enthusiastic
- Related volunteer or work experience with children, youth (ages 9-18 years old) and/or communities including but not limited to summer camps, arts programs, and sports camps
- Valid BC driver's license and access to a car is considered an asset
- Current First Aid/CPR certification

Technical knowledge, skills & abilities requirements:

- Able to communicate effectively with a diverse population, including English language learners, children, youth, adults, and seniors
- Able to work independently and as part of a team
- Willingness to work evenings and weekends if necessary
- The ability to establish and maintain effective internal and external relationships that involve wide range of stakeholders
- A second language is an asset.
- Criminal record check is required

Soft skill requirements:

- Think Strategically – Assess options and actions based on trends and conditions in the environment, and the vision and values of the UNA.
- Build Relationships – Establish and maintain effective working relationships internally and externally to achieve the goals of the UNA.
- Creativity/Innovation – Push new initiatives forward and develop interesting and fun programming for the youth programs
- Plan – Determine strategies related to the role's accountabilities to move UNA forward, sets goals, creates, and implements actions plans, and evaluates the process and results.
- Solve Problems – Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Communicate Effectively – Demonstrate excellent verbal and written communication skills.
- Foster Teamwork – Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness.
- Adaptability – Demonstrate flexibility, versatility and tolerance in a changing work environment while maintaining effectiveness and efficiency.
- Discretion – Understand and demonstrate ethical behaviour and business practices.

Job Particulars:

Part-Time position

Salary: \$19.00/hr

Hours: January 2021 – June 30th, 2021

Must be available for 10-14 hours per week, with the following breakdown of hours:

- UTown@ UBC Pre-Teen Leadership Program: Monday, 4 pm – 5:15 pm
- UTown@ UBC Virtual Pre-Teen Leadership Program: 4 pm – 5:15 pm
- UTown@ UBC Youth Leadership Program: Fridays 4:00pm – 6:30 pm
- Additional Program Planning Hours: ~2 hours per week
- Possibility of involvement in other programs if it fits within hours

*Successful completion of a police background check required

Reports to: Youth Program Coordinator & Assistant Recreation Manager

Supervises: Participants (youth aged 9-17 years old)

* Application closes Sunday November 22nd, 2020. Please send cover letter briefly explaining your interests and experiences within the above outlined qualifications and resume to programs@myuna.ca