

## JOB OPENING

# SUMMER YOUTH PROGRAM LEADER



### Job Summary

The Summer Youth Program Leader develops, delivers, and evaluates programs for youth in the community to empower self-reliance, recognize the value of health and wellness and to develop life skills. The Summer Youth Program Leader liaises with Education Department staff to integrate the values and strengths of other pertinent programs.

### Duties and Responsibilities

1. Develops a plan which incorporates goals and objectives for programs and services for youth, including program delivery and evaluation
2. Assists in the planning and organizing of daily programming, develops activities, special or cultural events, creates sports and recreation for groups aged 6 to 18, leads youth focus groups to develop leadership skills
3. Organizes activities which encourage youth to learn, participate in and to carry positive behaviours forward with enthusiasm
4. Leading youth-oriented workshops/activities to support learning and physical activity
5. Develops workshops to assist in self-esteem, self-awareness, goal setting, and cultural interests.
6. Maintains accurate and confidential client files; ensures all required forms are set up in files (electronic and hard copy)
7. Prepares and submits regular activity reports to the Education Department manager or delegated person responsible for receiving reports
8. Recognizes achievements of participants and coordinates events celebrating successes
9. Other duties as assigned or required

The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.

### Qualifications

#### Education

- Completion of Grade 12
- Diploma or Degree in Sport & Recreation would be an asset, or equivalent previous experience

#### Competencies

The Youth Worker should demonstrate competence in some or all the following:

- **Accountability:** Holds themselves accountable for achieving goals and personal development; delivers on commitments
- **Communicating information:** Creates an environment where open, honest communication is valued and develops strong, cooperative relationships
- **Planning & Organizing:** Plans and organizes time effectively to meet goals and timetables visualizing needs for the future
- **Initiative:** Takes the initiative to identify new challenges or opportunities

#### Skills and Abilities

- Ability to administer youth programs
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and internet, to the beginner level
- Ability to work independently and build effective interpersonal relationships
- Ability to self-regulate, meet deadlines, have attention to detail, and respect confidentiality
- Recognizes and respects all cultural diversity, and has an understanding of Indigenous culture
- Class 4 driver's licence would be an asset

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## Experience

- Two years experience in working or volunteering (or a combination of both) in children's or youth programs, with planning and implementing recreational activities as a focus

## Working Conditions

- Physical ability to lead participants in recreational activities, including but not limited to cycling, hiking, swimming, long walks, and camping
- Travel to other related organization locations may be required
- Ability to carry out the physical requirements of the job which include lifting, carrying, and managing equipment and supplies
- May be required to work some non-standard hours and flex their workday, be willing to go on overnight trips
- Receives minimal supervision with occasional direction

## Conditions of Employment

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle with appropriate class of driver's licence
- Must be able to obtain and maintain, prior to the start of employment period, a valid Emergency First Aid, WCB approved Level 1, Food Safe certifications

## Directly Supervises

- Two or three youth workers assisting the program, delegate their work and develop their schedules

## How to Apply:

1. Please provide a cover letter with salary expectations and availability.
2. Resume

## Email your Application to:

Human Resources  
Email: [hr@xatsull.com](mailto:hr@xatsull.com)

## Mail your Application to:

**Fax to:** 250 989-2300

Attention: Human Resources  
Xat'sull First Nation (Soda Creek First Nations)  
3405 Mountain House Road,  
Williams Lake, BC V2G 5L5

## Application Deadline: Open Until Filled

Applications will be accepted by email, hand delivery, fax or by mail.

NOTE\*\* Only those selected for an interview will be contacted.

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.

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