



Job title	Youth Program Leader
Reports to	Youth Program Supervisor
Date	January, 2016

Job purpose

The Youth Program Leader is responsible for planning and leading appropriate activities for youth ages 11-18. In addition, the Youth Program Leader helps to create and curate a safe, positive, and open environment where youth feel empowered, respected, and supported. As a frontline worker, the Youth Program Leader relates well with youth, families, and other community members.

Duties and responsibilities

- Plan, implement, lead and evaluate fun, safe and age appropriate activities for program participants in accordance with Club policies and vision.
- Help create and support an environment that develops positive and healthy youth relationships.
- Maintains awareness of, and effectively deal with any youth issues, problems, incidents or crisis situations, providing support and feedback to youth and their family when appropriate, and reporting any necessary information to the Program Supervisor or outside agencies.
- Ensure that any equipment or facilities used to help facilitate the delivery of the program plan are safe, free from risk, and are left in good condition after usage.
- Conduct a pre-trip and post-trip van or bus inspections anytime participants are to be transported in an agency van.
- Maintain other appropriate records as required - daily attendance, Club logbook, activity statistics, etc. and ensures that all required documentation is accurate and complete.
- Support the work of volunteers/practicum students that are assisting with the delivery of the Club programs.
- Work as a key member of an integrated staff team that consistently strives for inclusion, excellence and effective conflict resolution.
- Maintain an up-to-date knowledge of new trends in activities programming and youth issues.
- Participate in evaluation and individual goal setting as required by program policy.
- Participate in training that will enhance skill development in the performance of this position.
- Buying program materials and supplies, and managing program expenses.
- Other duties as required.

Qualifications

Education

- Preference is given to an individual who has completed courses, a diploma, or a degree in Recreation Management, Child and Youth Care, or Education.

Certifications

- Class IV Driver's License (must be completed within three months of employment)



- Valid Community

Experience

- A minimum of one year experience working with youth in a related capacity.
- Experience working with youth with special needs and behavioral challenges considered an asset.

Knowledge, Skills and Abilities

- A working knowledge of sports, social activities, arts, crafts and special events of particular interest to today's youth.
- Exceptional interpersonal and communication skills.
- Ability to work well independently, and as part of a team.
- Being able to adapt to a dynamic working environment.
- Solid problem solving and proactive thinking skills.
- Being a positive, supportive and cooperative role model to youth.
- Exceptional time and stress management skills.
- Knowledge of the community and related services and resources.
- Highly organized and efficient.
- Ability to establish and maintain positive working relationships with parents and/or caregivers.
- Basic computer and Internet skills.

Working conditions

Weekday evening shifts are standard with the occasional weekend shift. Program delivery may include moderate physical activity.

Direct reports

None

Approved by:	<i>Sarah Foster – Director of Operations</i>
Date approved:	<i>February, 2016</i>
Reviewed:	<i>Liz Harper – Director of HR</i>